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1914/15

UNIVERSITY OF ILLINOIS

The Alumni Record

April, 1915

PELLA, IOWA

Central College

INCORPORATED CENTRAL UNIVERSITY OF IOWA

Established in 1853



Catalog 1914-1915

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UNIVERSITY OF ILLINOIS

MAY 17 1915

PRESIDENT'S OFFICE

--The Alumni Record--

APRIL, 1915



College Catalog 1914-1915

Announcements for 1915-16



Entered at Pella, Iowa, as Second-class Matter

Vol. XIV Pella, Marion County, Iowa

No. 1

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College Calendar

1914

September 14.....Monday, registration begins
September 16.....Wednesday, first Semester begins
November 25____Wednesday, Thanksgiving Recess,
 _____begins at 12:00 noon
November 30__Monday. Recitations begin at 7:50 a. m.
November 30____Monday. Special Winter term begins
December 23____Wednesday, Holiday Recess,
 _____begins at 12:00 noon

1915

January 5—Tuesday. Recitations begin at 7:50 a. m.
January 25-27—Monday, Tuesday, Wednesday, —————Mid-Year Examinations
January 28—Thursday. Day of Prayer for Colleges
January 29—Friday. Registration for 2nd Semester
February 1—Monday. Second Semester begins at 7:50
March 5—Friday. Special Winter Term ends
March 26—Friday. Spring Recess begins at 12:00 m.
April 6—Tuesday. Spring Recess ends at 7:50 a. m.
May 30—Sunday. Memorial Day
June 2-4—Wednesday, Thursday, Friday, —————Final Examinations
June 6-10—Sunday-Thursday. Commencement Week
June 7—Monday. Summer School begins
August 14—Friday. Summer School ends

Sept. 7—Registration begins
Sept. 8—First Semester begins

Nov. 24, 12:00 m. to Tuesday, 7:50, Thanks-
giving recess.

Dec. 17, 12:00 m.-----Winter recess begins

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Jan 4, 7:50 a. m.-----Winter recess ends

Jan. 24, 25, 26-----Mid-Year Examinations

Jan. 28--Final day of Registration for second semester

Jan. 31, 7:50-----Second semester begins

Feb. 24-----Day of Prayer for Colleges

March 24-----12:00 noon, Spring Recess begins

April 3, 7:50 a. m.-----Spring recess ends

May 30th-----Memorial Day

May 31-June 2-----Final Examinations

June 4-8-----Commencement Week



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The Faculty

- ✓ JOHN WILLIAM BAILEY, President,
Professor of Biblical Literature.
A. B., Franklin College, 1898; B. D., University of Chicago, 1901; Ph. D., *ibid.*, 1904. Professor Biblical Literature 1910; President, 1914.
- ✓ JOHN DILLINGHAM DODSON, Dean,
Professor of Psychology and Education.
S. B., Southern Normal, 1900; O. B., A. B., *ibid.*, 1901; A. B., Harvard, 1907; A. M., *ibid.*, 1908. Professor Psychology and Education 1910; Professor *ibid.*, and Dean, 1914.
- ✓ ELIZABETH ADELINE GRAHAM, Dean of Women,
Professor of English Language and Literature.
Ph. B., Central College, 1908; Student University of Minnesota, 1897-1899; Graduate Student, University of Oxford, Summer, 1909. Professor English Literature, 1905; *ibid.*, and Dean of Women, 1914.
- ✓ RALPH D. McINTIRE, Registrar,
Professor of Chemistry.
S. B., University of Wooster, 1912; S. M., *ibid.*, 1913; Central College, 1913.
- FREDERICK W. CORLISS,
Professor Emeritus of Rhetoric and Belles Lettres.
A. B., Union College, 1861; A. M., *ibid.*, 1864; A. M., Wesleyan University, 1864; A. M., Yale College, 1864; L. L. D., *ibid.*, 1876.

✓ ANNE J. SORENSEN,

Professor of History and Political Science.

A. B., Denison University, 1908; A. M., *ibid.*, 1909;
Graduate Student, University of Chicago, Summer
Quarter, 1908, 1909; Assistant in History,
Denison, 1909-11; Central College, 1911.

✓ MARTHA NATALIE GREINER,

Professor of German and French.

Ph. B., University of Michigan, 1901; A. M., Uni-
versity of Michigan, 1902; Graduate Student,
University of Wisconsin, Summer 1903, '04;
Central College, 1912.

✓ ALPHA G. W. CHILDS,

Professor of Biology.

A. B., Franklin Collge, 1897; A. M., *ibid.*, 1899; M.
D., Chicago Homeopathic College, 1900; Gradu-
ate Student, University of Chicago, 1905-06;
Teacher, 1906-1913; Central College, 1913.

✓ GEORGE L. KELLY,

Professor of Philosophy and Social Science.

A. B., Emory and Henry College, 1907; A. M., Uni-
versity of Chicago, 1914; Teacher, 1909-1913;
Central College, 1914.

✓ FRANK MCGINLEY PHILLIPS,

Professor of Mathematics and Physics.

Di. M., Iowa State College, 1907; A. B., *ibid.*, 1909;
Graduate Student, State University of Iowa,
Summer Quarters, 1909-1914; Teacher, 1903-
1914; Central College, 1914.

✓OLA ESTELLE HUSTON,

Professor of Greek and Latin.

A. B., Carthage College, 1909; A. M., University of Illinois, 1910; Teacher, 1910-1914; Central College, 1914.

✓MARIE REYNOLDS,

Instructor in Domestic Science.

Graduate in Home Economics, Stout Institute, 1913; Central College, 1913.

✓GERALDINE ASCHENBRENNER,

Instuctor in Academy Mathematics.

Ph. B., Central College, 1913; Instructor Des Moines College Academy, 1913-14; Central College, 1914.

✓CLARENCE HANSEN,

Instructor in Academy Greek and Latin.

A. B., Central College, 1914; Central College, 1914.

✓CHARLOTTE ANN HUSSEY,

Teacher of Expression and Instructor in Academy English.

Student Washburn College; Graduate Columbia College of Expression, 1914; Central College, 1914.

✓FRED H. CLIFTON,

Director of the Commercial Department.

Graduate Jones Business College, Peoria, 1906; Business 1906-1914; Central College, 1914.

✓ ROY T. BROWN,

Assistant in Commercial and Normal Subjects.

Graduate Iowa City Academy; Student State University of Iowa, 1913-14; Teacher.

✱

GEORGE FRANCIS SADLER,

Director of the Conservatory of Music.

Professor of Piano and Pipe Organ.

Mus. B., Simpson College, 1900, in Piano, Pipe Organ and Composition; Graduate Student Bush Temple Conservatory, 1901; Student of Moritz Mayer-Mahr, Scharwenka Conservatory, Berlin. Germany, 1910.

BURT WORTHINGTON CLAYTON,

Professor of Voice.

Mus. B., Columbia School of Music; Pupil of Madame Schleppey, of England, and William Courtney, of New York.

✱

ELBERT TAYLOR WARREN,

Director of Athletics.

M. D., Drake University, 1910; Central College, 1912.

✱

HELEN I. HANNA,

Librarian.

Chronological Table

- 1853—Resolution adopted by unanimous vote of a state convention of Baptists to locate an institution of higher education at Pella.
- 1854—Opening of the Academic Department in temporary quarters in town under the Principalship of Dr. E. H. Scarff.
- 1856—Central Hall opened for use.
- 1857—Rev. Elihu Gunn, M. A., D. D., inaugurated as first President.
- 1858—Mrs. D. C. A. Stoddard appointed Principal of the Ladies' Department.
First Freshman class entered.
First Literary Society established—reorganized in 1873, as the Philomathian Literary Society.
- 1861—Freshman, Sophomore and Junior classes doing regular college work.
- 1861-2—One hundred and twenty-three professors and students enlisted in the army, over forty becoming officers.
- 1865—Professor A .N. Currier returned from the war to resume his work in the college.
- 1866—The trees on the campus were planted.
- 1870—Ten thousand dollars raised as a beginning for the Endowment Fund.
- 1871—Rev. Lewis A. Dunn, D. D., elected President.
- 1872—Organization of the Alethian Literary Society.
- 1873—Reorganization of the First Literary Society into the present Philomathian Society.
- 1875—Organization of the Advance Literary Society.
- 1881—On resignation of Dr. Gunn because of failing health, Rev. George W. Gardner, D. D., was elected to the Presidency.
- 1884—Professor R. H. Tripp served as Acting President

- 1885—Rev. Daniel Reed, LL.D., elected to the Presidency.
- 1886—Dr. Lewis A. Dunn recalled to the Presidency.
Organization of the Biblical Department.
- 1888—On the death of President Dunn, Rev. S. J. Axtell was chosen as his successor.
- 1891—Rev. John Stuart, Ph. D., elected President.
Cotton Hall first opened as Ladies' Dormitory.
- 1893-1901—Erection of the Y. M. and Y. W. C. A. Building.
- 1895—Rev. A. B. Chaffee, D. D., elected President.
- 1899-1900—Professor Asa Bee Bush, Ph. D., Chairman of the Faculty.
- 1900-1909—Rev. L. A. Garrison, D. D., Vice-President and President.
- 1905—Erection of Jordan Hall of Science.
- 1906—Erection of Dunn Cottage as home for President.
- 1907—Rev. S. P. Shaw elected Field Secretary and later Chancellor and served until June 1, 1910.
- 1909—Dr. Myron W. Haynes secured to lead movement for securing \$100,000. Dr. Haynes closed his work December 31, 1910.
- 1910—John Lewis Beyl, Ph. D., elected Acting President, May, 1910, and served as such until June, 1911, when he was elected President.
- 1911—Rev. L. R. Bobbitt elected as Field Secretary. Served until February, 1913, when he resigned to resume work in the gospel ministry.
- 1911—Death of Dr. B. F. Keables for fifty-eight years a member of the Board of Trustees and for many years Vice-President of the institution.
- 1912—Movement for new Women's Dormitory begun at Commencement.
- 1914—John Lewis Beyl, Ph. D., resigned Presidency.
- 1914—John William Bailey, Ph. D., elected President.

General Information

LOCATION

Pella, the home of Central College, is located on the Keokuk and Des Moines division of the Chicago Rock Island and Pacific Railway. Good connections are made at Des Moines, Oskaloosa and Ottumwa. The city is situated on the divide between the Des Moines and Skunk rivers in one of the most healthful localities in the state. Many strangers have declared it to be the most beautiful city of its size in Iowa. It is a city of homes, with about thirty-two hundred inhabitants, and is a prosperous and progressive community as its paving, and municipally-owned water, light and sewer systems indicate.

The moral atmosphere of the town is good and helpful. Settled by men and women from Holland who were determined to worship God according to their own consciences and allow others the same privilege, Pella is a place that makes for sober, righteous and godly living.

GROUNDS

CAMPUS

The college is located in the midst of beautiful grounds. The campus consists of eight acres of lawn and trees nicely laid out. It is situated within the city limits, yet far enough from the business center to assure freedom from noise and fire. It is surrounded by broad streets, thus affording clear sunlight and pure air, and altogether is a most attractive place.

ATHLETIC FIELD

The athletic field is well situated and laid out on the west portion of the campus, and is furnished with an amphitheatre. On this field center the activities of the football and baseball seasons. Good tennis courts are located elsewhere on the grounds.

BUILDINGS

CENTRAL HALL

The oldest college building is of brick, three stories above basement. On the first two floors are found recitation rooms, the music studios and the halls for the Young Men's and Young Women's Christian Associations. On the third floor are two rooms well furnished and devoted to the work of the literary societies.

ASSOCIATION BUILDING

The Association building is a brick structure of two stories above the basement, containing the auditorium, library and gymnasium. This building was long in process of erection—from 1893 to 1901—and stands as a monument to the prayers, faith, devotion and heroic sacrifice of the friends of the institution, and the professors and students then in school.

The Auditorium—The auditorium is a large, light, commodious room, well adapted to public lectures and meetings of all kinds. It will seat over four hundred and is used for the daily chapel service, for general gatherings of students and for college lectures and entertainments.

The Library — During the last few years, four thousand seven hundred books have been added to

the college library, making the total number of volumes more than seven thousand eight hundred. This count excludes all bound magazines, records, reports, etc., no matter how valuable, which number over one thousand. It is classified according to the A. L. A. system. This recent addition of carefully selected volumes has equipped each department with ample facilities for reference work among the latest publications as well as the standard authorities. The literature section contains about 1500 volumes; history about 1900; science about 1350; psychology and education about 700; Biblical literature about 750; philosophy about 700; social science about 500; miscellaneous 500.

The following periodicals are regularly received at the library:

American Economist	Review and Expositor
Atlantic Monthly	Review of Reviews
Association Monthly	Saturday Evening Post
Baptist Record	Science
Baptist World	Scientific American
The Commoner	The Standard
Educational Review	Technical World
Forum	Wallace's Farmer
The Gospel Trumpet	World's Work
Independent	Woman's Work
Iowa Journal of History	Chicago Tribune
Journal and Messenger	Register and Leader
Ladies' Home Journal	New York Times
Literary Digest	Oskaloosa Herald
Midland Schools	Pella Chronicle
Missions	Pella Booster
Outlook	

The Gymnasium — This is equipped with apparatus for individual and class work, and with shower and tub baths, and furnishes excellent gymnasium privileges.

All students regularly matriculated will be admitted to all the privileges of the gymnasium and bath without special fee.

JORDAN HALL

This hall was erected in 1905 and first used for college work in the fall of 1906. It is three stories high, constructed of fine pressed brick ornamented with Bedford stone and finished throughout in oak. It was made possible by the splendid gift of the late Deacon Chandler Jordan, of Central City, whose name it bears. The building is modern in every respect. It contains the administration offices and recitation rooms. The laboratories for Biology, Chemistry, Domestic Science and Physics are located in this building.

Biological Laboratory — The Biological Laboratory equipment is ample for thorough, efficient work. It includes Baush and Lomb microscopes, a Zeiss binocular microscope, a paraffine embedding oven, a Minot rotary microtome, a kymograph and various smaller pieces of apparatus. There is one high power microscope for the use of the instructor in demonstration and research. Microscopic slides for use in the various laboratories are constantly being added to the collection.

Chemical Laboratory — The Chemical Laboratory is located on the third floor and is fitted with forty-eight individual lockers and a fume cupboard. Each locker is provided with such apparatus as the student may need for regular work, apparatus for special work being reserved in the supply room. Analytical balances and burettes are provided for work in

Quantitative Chemistry. The laboratory has its own gas plant. Water is supplied from the city mains.

Physical Laboratory — The Physics laboratory occupies two rooms in the basement. Among the pieces of equipment are the two plate Wimhurst static machine and a six-plate "Toepler Hoelz" machine, both the gift of Dr. William King, of New York City. Electrolitic rectifiers are used for converting the alternating current received from the city mains to direct current. A complete Evans electrical equipment is installed and in operation. A universal projectoscope with all the latest improvements for showing postcards, slides, microscopic slides, or opaque material is in the lecture room. Each division of Physics is amply supplied with apparatus for demonstration.

Domestic Science Laboratory — Two rooms in the basement are fitted out for the work in Domestic Science. A complete kitchen equipment for the work in cooking is in one of the rooms, and in the other is a beautiful dining-room outfit and the necessary equipment for the work in sewing. Some of Pella's public-spirited citizens gave liberally to the outfit in this department. The work in chemistry is done in the regular chemistry laboratory.

Randolph Museum — The Randolph Geological Museum is also housed in Jordan Hall. This is a most excellent collection presented by the late H. E. Randolph, of Webster City, and at his death enriched by his own special collection, a tribute to the interest and liberality of the donor and a fine geological equipment for the College.

COTTON HALL

One block north of the campus is the hall for young women. In the management of the Hall every possible effort has been made to give the young women a pleasant and attractive home. In the building are twenty-two rooms besides the dining-room, kitchen, pantries, etc. The dining-room will accommodate fifty, and meals are served for both young men and young women.

BEARD OBSERVATORY

We can point with pride to our astronomical equipment, largely the gift of Mr. R. R. Beard, Pella, Iowa. The cost of Mr. Beard's gift was \$5,000. The large telescope,, a 6 1-2-inch lens, is the work of Alvah Clark & Son. It is one of the largest in the state and gives fine facilities for the study of astronomy. The glass is equatorially mounted and has ten eyepieces.

The foundation upon which our transit rests weighs ten tons. The instrument was made by Fauth Company and has a 2 1-2 inch lens.

We also possess a small refracting telescope, elegantly mounted, 3 1-2-inch lens, four eye glasses, with finder of French manufacture, the gift of Mr. George Little, of Boston, Mass.

Our spectroscopre is one of the best; the maker's name John A. Brashear, gives it the same rank in its field that Clark's name gives to a telescope. It has a diffraction grating 2x4 inches, on which 20,000 lines are ruled to the inch.

The stereopticon has an Edison arc lamp, and is one of the finest in the country. We have over five hundred lantern slides, many of them made from photographs taken by the Lick and Yerkes telescopes.

The pictures are projected on a screen 12 feet square and the details of the celestial objects are brought out in a most wonderful way. The cost of the slides was over \$1,000.

The clock was made by Negus, chronometer maker for U. S. Navy, and was secured at a cost of \$360.

DUNN COTTAGE

This is a two-story brick building with modern conveniences, built as a home for the President of the institution. It is named in honor of the late Mrs. J. N. Dunn, a name intimately and honorably associated with Central's history.

CITY LIBRARY

In addition to the college library the Carnegie-Viersen library offers added facilities in the way of equipment in books. In 1906 Mr. Carnegie presented a fine library building to the city and Miss Siebrigje Viersen, one of Pella's public-spirited citizens, gave a fund of six thousand dollars to be used for books. Thus the library was from the first well supplied and at present contains over 5,000 volumes, easily accessible to the students of Central College.

Administration and Government

The aim of the college is to afford students training in self-government and to develop in them responsibility and high regard for personal conduct. Since the institution offers privileges, a breach of college order means most naturally the taking away of such privileges either in part or altogether, while persistence in wrong conduct will result in dismissal from the institution.

The student body is represented in all matters affecting the public life of the school by the Student Council, which co-operates with the Faculty, and has the power of making recommendations to it. The idea is that instructors and students be co-workers in the entire life of the college.

CLASS ATTENDANCE

Punctuality at the beginning of a semester is especially desirable since the loss incurred by beginning behind one's class cannot easily be repaired. It is assumed that the young men and women will meet promptly and regularly all of their class-room appointments. If for any valid reason students are compelled to miss a recitation, they are expected to present their reasons to the teacher before the next session. Unexcused absence from the first or last recitation of a given semester, or from the last recitation before, or first after a vacation period is counted as equivalent to three daily absences.

CLASS STANDING

Each instructor keeps a careful record of the work of each student and reports same to the Registrar at

the close of the semester. These are recorded and become a part of the permanent college record. The daily class-room work and the examinations are graded on a scale of 100. The system of marking is as follows:

A, 100 to 94, equals excellent.

B, 93 to 86, equals good.

C, 85 to 78, equals fair.

D, 77 to 70, equals poor.

E, 69 to 60, equals conditioned.

F, 59 and below, equals failed.

In case a student receives an E in any subject, a chance will be given to make up the work, but this must be done before the end of the next succeeding semester after the one in which the E is received; other-wise the condition becomes a failure and the work must be repeated. This work may be made up by a special examination or by other special work as the instructor may see fit. In case the student receives an F, the work of the semester must be repeated. The student will not be permitted to continue with the class nor to do advanced work in that subject until the work has been satisfactorily done.

EXAMINATIONS

Regular examinations are held at the close of each semester. Students must attend all examinations in the studies they pursue. No student whose work in any study is reported as being incomplete, either because of failure to take the examination or to do other work required will receive credit for the work in that subject until the course has been completed. This must be done within one year from the date of the original examination. If it is not done within that

time the grade becomes a failure and the work will have to be repeated. In case a regular examination is missed the student may, upon the presentation of an acceptable excuse, be permitted to take a special examination. This may also be done in the case of a failure in examination, provided the instructor deems the student's class work to have been of such a character as to merit another trial. For each special examination of this kind, written permission must be secured from the Dean and a fee of one dollar paid.

For each special examination where a student desires to receive credit in a course in which the work has not been done in class, a fee of \$2.50 is charged and written permission must be secured from the Dean. No such examination will be given until the instructor in the subject is convinced that the student has covered the work thoroughly and is entitled to the examination.

REGISTRATION AND DISMISSION

The first day of each semester is general registration day. For registration not completed during the first three days of each semester or special term, or for any changes in the registration thereafter, a fee of one dollar is required. Students may not change registration or drop a given subject without the consent of the Dean and instructors whose work is involved.

RELIGIOUS INFLUENCES

Central College has enjoyed a splendid reputation for thoroughness in mental training combined with high ideals for the religious development of the student. This the authorities are determined to maintain at all costs and will employ every resource to de-

velop young people in the best possible manner, physically, mentally and morally.

All students are expected to identify themselves with some religious congregation in the city and to attend divine worship at least once each Sunday. The entire life and administration of the institution, while avoiding sectarianism, is positively in favor of the Christian religion. Chapel worship is held each school day, at which all students are expected to be present. Reasons for absence therefrom should be presented to the Dean.

PHYSICAL EXERCISE AND ATHLETICS

Every encouragement is given to physical training, with due regard to the proper proportion of time to be given to the development of mind and body. There is a trained resident instructor for men in gymnastics and field athletics; similar training is provided for the women under the direction of a competent instructor. In addition to the regular gymnastic work there is abundant opportunity for outdoor and indoor athletics. Football, baseball, basketball, tennis and track and field athletics are regularly maintained under the management of the Central College Athletic Association. All regularly classified students of the institution ranking below and including the Sophomore class are required to take two periods per week of regular gymnastic work.

Student Organizations

CHRISTIAN ASSOCIATIONS

In connection with the college are branches of the Young Men's and Young Women's Christian Associations, which are well sustained. There are regular weekly meetings for worship, Bible reading and praise services, and also for social intercourse. These meetings exercise a helpful Christian influence over the spiritual interests of the students. Members of the Faculty are also connected with the Associations, giving them their personal attention and support.

The Associations conduct Bible and mission study classes as arranged by their committees. To accommodate all, the classes meet at various hours, some in connection with the regular sessions of the Baptist Sunday-school, and under trained leaders take up some line of systematic study.

COLLEGE LECTURE COURSE

The Young Men's Christian Association of the college has, for many years, maintained a first-class lecture course. It consists of lectures, musical numbers and entertainments. The aim is to secure only the very highest class of talent and of a type which will not only be of interest, but also of moral benefit to the college community. Because of the splendid support of both town and college in the past, this course has come to rank among the best features of the year, and it assures students of additional opportunity and privilege in the way of culture and entertainment.

COLLEGE GLEE CLUB

For several years the students of Central have maintained a men's glee club of high class. The club travels extensively each year and has also had one trip to the Pacific coast and return. Membership in the glee club is open to all young men in any department of the college and is competitive in nature. The quality of the voice counts, in this work, more than a technical knowledge of music.

LITERARY SOCIETIES

These are an important feature of the institution: the Philomathian, composed of young men; the Alethian, of young women, and the Advance, of both sexes. All meet weekly and carry out full and varied programs of literary work. It is believed that in society work students receive an important discipline which they cannot obtain elsewhere. Every student, therefore, is urged to join a society and take an active part as a means of securing a better literary culture.

ORATORICAL ASSOCIATION

The College Oratorical Association was organized in connection with the State Oratorical Association and holds a preliminary contest each year. The successful contestant represents the college in the Inter-Collegiate contest. The work presented must be an original oration of acknowledged merit, and the contestants must have satisfactory rating in their literary courses. Contests are also held to select orators for the annual state Peace and Prohibition contests. The work in debating is also in charge of the College Oratorical Association. Central has been very successful in inter-collegiate debating.

CENTRAL COLLEGE ATHLETIC ASSOCIATION

This association includes in its membership all the students in the institution of whatever department. It has general control of all athletic sports. It is managed by an Executive Committee consisting of two members of the Faculty, one of which is the Director of Athletics, one alumnus of the institution and two members of the student body. Each student pays a semester fee of \$2.50. Of this amount, this association receives \$2.00 and this fee admits to all home athletic contests. The other fifty cents goes to the Oratorical Association and admits to the various oratorical and debating contests.

STUDENT PUBLICATIONS

The Central Ray—A bi-weekly eight-page paper, is published by the students. It serves as a means of literary culture among the students themselves, a medium of communication between alumni and present members of the college, and a general representative of the interests of the school to the outer world. The Ray has a good list of subscribers at \$1.00 per year.

The Pelican—An annual published successively by each Junior class of the college, sets forth in picture, chronicle and story the life of the year in all departments of the institution and becomes thus an invaluable preserver for after years of the doings and happenings of the "good old college days."

The Christian Associations' Hand-Book — The Y. M. and Y. W. C. A. publish, before the opening of the first semester each year, a hand-book giving necessary information concerning the college life, customs, etc., at Central. It is distributed free of charge to all students and is of value to all, but particularly so to those coming to Central for the first time.

Expenses and Board

There is no college dormitory for young men. Rooms can be secured at very reasonable rates in private homes near the college campus. A list of such rooms will be on file at the Registrar's Office at the beginning of the first semester. Every assistance will be given to see that suitable places are provided for all young men. In case it is so desired, rooms may be engaged in advance by applying to the President or Dean and giving general information as to kind of room desired and price to be paid.

Young women may room either at Cotton Hall, which is the college dormitory, or in approved private homes in the city. The general oversight of the women students rests with the Dean of Women. A list of approved rooming places will be on file at the Registrar's Office at the opening of the first semester. Every assistance will be given to see that suitable places are obtained for all.

COTTON HALL

Cotton Hall, for young women, has recently been refurnished and equipped with modern conveniences. The rooms are heated by furnace and lighted by electricity and are provided with all necessary articles except bed clothing, including pillows, curtains and towels.

The rooms are of two sizes, 15 by 15 feet and 15 by 9. The larger rooms (one occupant in a room) cost, with board, \$81.00 a semester (half year). The smaller rooms (one occupant in a room) cost, with board \$73.00 a semester.

If two young ladies occupy a room together the expense is somewhat less. The larger rooms (two occupants in a room) cost, with board, \$72.00 a semester for each individual. The smaller rooms (two occupants in a room) cost, with board \$67.00 a semester for each individual.

Reservation of rooms is for the entire semester and those who once take rooms can release them only by special arrangement with the Treasurer. Reservations can be made by application to the Treasurer or Dean of Women and should be made early.

Table board is also furnished at Cotton Hall, for young men at \$3.50 per week. Boarders must provide their own napkins.

TUITION

Tuition in the College is \$26.00 per semester, in the Academy, \$20.00. For the Special Winter Term of twelve weeks in the Academy, the cost of tuition and incidentals is \$14.00.

For one study in the College, tuition will be \$12.00 per semester; in the Academy, \$9.00. For two studies in the College, \$20.00 per semester; in the Academy, \$15.00.

FEES

Student Intercollegiate Contest Fee, per semester, \$2.50.

This fee was established by vote of the student body and later by action of the Board of Trustees. It is required of all students and secures admission to all intercollegiate contests in football, baseball, tennis and track held upon the home grounds, also to all oratorical and debating contests.

Laboratory Fees in the College per Semester:

Chemistry -----	\$3.00
Biology -----	3.00
Physics -----	2.00
Cooking -----	3.00

Laboratory Fees in the Academy and Normal Course, per Semester:

Chemistry -----	\$3.00
Biology -----	\$1.50 to 2.00
Physics and Agriculture -----	1.00
Hand Sewing -----	1.00
Machine Sewing -----	2.00
Cooking -----	3.00

Breakage—For breakage in the laboratories each student is required to make a deposit of two dollars with the Treasurer at the beginning of a laboratory course of study. At the end of the course, after deducting for breakage, the balance is returnable.

SPECIAL FEES

Special Examinations, each study taken in course \$1.00

Special Examination, each study not taken in course ----- 2.50

Diplomas for Master's Degrees ----- 10.00

Diploma for Bachelor's Degree ----- 5.00

Certificate from Academy ----- 3.00

Certificate from Business Department ----- 1.00

Fees for diplomas and certificates must be paid to the Treasurer by the first of June, preceding graduation.

Ministers' wives and children, when taking full work, pay one-half the regular tuition, and the full amount of the regular fees.

If a student desires to take work by the week the

charge for tuition is \$2.00 per week in any department.

In case a student leaves school after the middle of the semester no refund at all is made. If a student is granted honorable dismissal before the middle of the semester or term, a refund will be made of one-third the amount paid at the opening of the semester or term. In order to secure honorable dismissal the student must make application to the Registrar, who will present the request to the Faculty for action.

A student will not be graduated from any department of the college or receive any diploma or certificate, who has not paid all bills due the College. All accounts must be settled by June 1st preceding graduation.

TUITION IN THE CONSERVATORY OF MUSIC

Piano, Voice, Pipe Organ—

Two lessons per week (private)-----\$30.00

One lesson per week (private)----- 18.00

Harmony, Musical History, Analysis—

Two lessons per week (in class)-----\$11.00

Music Rent ----- 2.00

Rent of piano one hour a day by the semester is \$5.00 each semester. Rent of practice organ one hour per day is \$1.00 per week.

TUITION IN THE DEPARTMENT OF ORATORY AND EXPRESSION

For Elocution and Oratory in the Elective Course the tuition is \$25.00 each semester.

For Class Lessons in Elocution and Public Speaking the tuition is \$4.50 each semester. Private lessons in Elocution one hour each, \$1.00; half hour, each 75c.

TUITION IN THE BUSINESS DEPARTMENT

Book-keeping Course (limited to 9 months)-----\$60.00
Shorthand Course (limited to 9 months)----- 60.00
Combined Course (limited to 14 months)-----100.00

Books, Blanks, Stationery, etc., for a full Business Course of nine months will cost about \$12.00. For one year's course the cost is a trifle more.

Typewriting, when taken as an elective by college or academy students, costs \$10.00 per semester (18 weeks) for the use of the machine and instruction in its operation.

Typewriting may be taken by a student in the book-keeping course at an additional cost of \$10.00 above his regular tuition, and the rudiments of book-keeping may be added to the shorthand course for an addition of \$10.00.

For the use of typewriting machines by those not regularly taking Shorthand and Typewriting, a charge of fifty cents a week for one hour per school day is made, or \$9.00 a semester for one hour a school day. For more than one hour a day special reduced rates may be secured on inquiry of the Treasurer.

Graduates of the Business Department who desire to review the regular branches of the course they have completed will be permitted to do so without payment of tuition.

ESTIMATE OF EXPENSES

Many parents and guardians wish to know the necessary expenses for the school year of 36 weeks. For such the following minimum estimates are made:

College bills, from \$45.00 to \$57.00

Board and Room, from \$145.00 to \$180.00.

Washing, from \$10.00 to \$15.00.

Books, from \$5.00 to \$15.00.

Laboratory Fees, from \$1.00 to \$7.00.

The above estimates do not include tuition for Music, the Elective Course in Elocution and Oratory, or the courses in the Business Department. Those who select work in these departments will make the proper estimates from the schedule of tuition and fees.

SELF - SUPPORT

Many of our best students aid themselves financially by obtaining positions of various kinds in the town and college. Living expenses are much lower in Pella than in most places, and this factor is of importance to those students who do not have an abundance of financial support.

Emphasis, however, should be laid upon the fact that the ideal arrangement is for a student to have sufficient means to cover the expenses, for that means he will be free at all times to pursue his studies and thus do better work in them. Also such a student will have more time to engage in the extra-curriculum activities of the college, such as Athletics, Student Publications, Christian Associations, Literary Societies, etc., all of which are essential to the highest all-round development. However, when students must support themselves, every effort will be made to secure suitable positions for them. In the past it has been possible to provide positions for practically all who desired them.

SCHOLARSHIPS

A number of scholarships have been provided in the College and Academy. These scholarships are good in the regular courses in the College and the Academy, but do not apply on tuition in the Conserva-

tory of Music, the Department of Oratory and Expression, or in the Business Department.

Honor Scholarships—In accordance with the regulations adopted by the Association of Independent Colleges of Iowa, a scholarship good for full tuition for one year will be granted to the honor student of the graduating class of any accredited high school in the state. The nineteen colleges of the Association are agreed that no other honor scholarship will be granted.

Missionary and Ministerial Scholarships — It has been the custom of the College in the interest of Christian education and service to grant to missionary and ministerial students scholarships good for one-half of the tuition in the regular courses in the college and the academy. These scholarships are not gratuitous, as gifts have been received from churches and individual donors for this purpose.

Special Scholarships — During the history of the institution special certificates of scholarships have been awarded to the larger donors to the institution. In some cases these scholarships have been made transferable, and it is understood that the person holding the certificate of scholarship may designate the person who may receive the benefit of the same, or without such designation on the part of the holder of the certificate, the College may award the scholarship to any deserving student. These certificates are good in the regular courses in the college and academy for such part of the tuition as would be a fair equivalent for the value of the concession when the certificate was granted, providing that the subscription to the college has been paid in full, and that the certificate has not expired by time limitation. It is, however, un-

derstood that all certificates bearing date prior to June 3, 1893, when the articles of incorporation were renewed, shall be considered as having expired by time limitation.

Scholarships for Work—A number of scholarships are granted for one-half to full tuition for library and laboratory assistants and to students doing other work for the college, the value of these scholarships depending upon the amount and worth of the service rendered. These scholarships are awarded according to merit and according to the order in which the applications are received.

Rules Regarding the Awarding of Scholarships—Scholarships are regularly assigned for one year. Any questions regarding them or applications for them should be filed with the President.

In case the student receiving the scholarship fails to meet the conditions on which the scholarship was assigned, the scholarship will be thereby forfeited by the student and full tuition will be due the college.

The following is a list of available scholarships:

The Chandler Jordan Scholarship was founded by Deacon Chandler Jordan, of Central City, Iowa, to assist young women preparing for missionary work.

The Calvin Craven Scholarship was arranged for in the estate of Deacon Calvin Craven, a lifelong friend of the College.

The Jordan's Grove Scholarship was established by H. M. Rollins, Deacon Chandler Jordan, John N. Dunn, N. C. Hoag and H. L. Hodgins, members of Jordan's Grove Church.

The Deacon Snyder Scholarship was given by Dea-

con A. Stuber, of Dudley, Iowa, a faithful friend of the College.

The Malvern Scholarship was founded by the members of the Malvern Church to be known as the Malvern Church Scholarship.

Mr. Charles R. Clark, Esq., of Montezuma, an esteemed member of the Board of Trustees, has made a gift to the College sufficient to establish a scholarship.

The Seymour Church, led by their pastor, Rev. A. E. Clemens, established a scholarship in January, 1903.

The Monroe Scholarship: W. O. Tice, W. M. Livingston, W. O. Livingston, Mrs. S. T. Hill, Mrs. Hattie Scarborough and Mr. C. B. Livingston founded a scholarship to be known as the Monroe Scholarship.

The A. J. Porter Scholarship was founded by Mr. A. J. Porter, of Fairmount, Iowa, a true friend of Christian education.

The Nancy J. Wolf Scholarship was founded by Mrs. Nancy J. Wolf, of Eldon, Iowa, a woman devoted to the interests of her denomination.

The Wm. Timby Scholarship was founded by Mrs. Timby, of Mt. Ayr, as a memorial to her husband.

The Elias Dubes Scholarship was founded by Elias Dubes, of the Mt. Olive Church, to perpetuate Christian work among coming generations.

The Mt. Olive Scholarship was established by the members of the Mt. Olive Church, which is a country church of only sixty members.

The J. M. Stephenson Scholarship was founded by Mrs. J. M. Stephenson and Mrs. M. H. Sams, of Maloy, Iowa, in memory of the husband and father, J. M. Stephenson.

The Wm. S. Bartholomew Scholarship was established by Wm. S. Bartholomew, of Washington, Iowa, to perpetuate that for which he labored during life.

The A. N. Cain Scholarship was founded by Deacon A. N. Cain, of the Ashland Church, out of the love for his college and the future of his denomination.

Deacon Consider A. Yarnes established a scholarship in 1904.

Mrs. Sarah A. McMasters founded in February, 1904, a ministerial scholarship as a memorial to her husband, J. C. McMasters.

Mrs. Susan R. Craven established the Ritner Scholarship in memory of the labors and sacrifices of her father for the College.

The J. K. Edwards Scholarship was founded by J. K. Edwards, of Brighton, who has been a faithful member of the Baptist Church for many years.

The Baldwin Scholarship was established by C. H. Baldwin, of Gladbrook, Iowa, in December, 1908.

PRIZES

The Lewis Medal is offered by Hon. E. E. Lewis, of Sioux City, for the best original production by the matriculating class from the Academy.

The Beard Gold Medal is offered by R. R. Beard, Esq., of Pella, to the successful contestant in debate. Open to all students of the College.

The Keables Gold Medal is offered by Mrs. Kate Keables Beard, of Pella, for the best declamation. Open to all students except members of the senior class in the Department of Elocution.

The Brinkman Prizes in English, established by Rev. B. F. Brinkman, of Pella, for the best work done by any student in college in English. There is a first prize of \$10 and a second prize of \$5, in gold, to the winners.

The Van Spanckeren Prize for scholarship, consisting of five dollars in books and a gold medal, is offered by Mr. B. H. Van Spanckeren, Jr., of Pella, for the highest average grade made by any student taking full studies for the year.

Beard Tennis Medals, given by Mr. R. R. Beard, of Pella, to the successful contestants in the annual home tennis contests held during Commencement. The medals are given as follows: One each to the winners of the first and second places in singles, and one each to the members of the winning team in doubles.

The Trustees' Prize in Oratory is offered by the Trustees of the College to the winner of the home oratorical contest given under the auspices of the College Oratorical Association. It entitles the holder to a concession of \$13.00 in tuition. If the winner of the home contest is successful in securing a place in the final state contest the tuition concession is increased to \$26.00.

The College of Liberal Arts

The College of Liberal Arts

TERMS OF ADMISSION

All candidates for admission to the college must be young men or young women of good character, and serious purpose. All such young people will find in Central a wholesome and stimulating atmosphere and an excellent opportunity.

Every student who desires to be admitted to Freshman standing as a candidate for the Bachelor of Arts degree must either (a) present a certificate of graduation from some accredited high school or academy, or (b) pass an examination based on a four years' course amounting in the aggregate to 15 units. The required and elective units are:

English	3 units
Latin or Greek	2 units
One foreign language	1 unit
Algebra	1 unit
Plane Geometry	1 unit
Physics, Biology or Chemistry	1 unit
Natural Science	1 unit
History	1 unit
History, Civics or Economics	1 unit
Elective	3 units
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Total	15 units

For the A. B. degree three units of foreign language are required. Of these three at least two must be either Latin or Greek. The other one may be an additional unit in either Latin or Greek or in German or French.

The electives may be chosen from any of the above named subjects not offered to make up the required 15 units, or from Domestic Science, Agriculture, Commercial Subjects, History of Music and Harmony.

Non-Accredited Schools—Candidates from schools not accredited, or presenting credits not fully satisfactory, will be given the special standing to which such grades entitle them and all possible assistance will be extended to enable them to secure college standing as early as possible.

Special Studies — Students who do not desire to work for a degree, and who are lacking in the requisite credits for college entrance may by action of the faculty be admitted as special students in college classes, provided they satisfy the faculty that they can pursue with profit the courses they select.

ADVANCED STANDING

Candidates for advanced standing from other colleges must present a letter of honorable dismissal and a certificate of work done and credit earned in each study. Work done in accredited colleges is accepted without examination for advanced standing and credit given the same as if done in this institution. But a student cannot secure a Bachelor's degree from this college who has not spent at least one year in residence.

COURSE OF STUDY

The courses of study offered in the College are classified into three general groups under which are included the various departments. These groups with their departments are:

1. Language and Literature.

Departments: Latin and Greek, English, French and German, and Biblical Literature.

2. History, Political and Social Sciences.

Departments: History, Social Science, Education.

3. Philosophy and Mathematics.

Departments: Philosophy, Psychology, Mathematics and Astronomy.

1. Every student is required to select a major department from one of the above named groups, in which major department he must make a minimum of 24 credits.

2. The group in which the student selects his major department will be known as his major group. A minimum of 44 credits must be completed in this group.

3. A total of 128 credits must be completed for graduation, including 4 in physical training. Of these not more than 24 may be counted in any department other than the major department.

The required subjects for the Bachelor of Arts degree are:

a. English and Public Speaking_____	16 credits
b. Mathematics _____	8 credits
c. One modern foreign language _____	8 credits
d. Ancient Language and Literature___	8 credits
e. Physical Science _____	8 credits
f. Biological Science _____	8 credits
g. History _____	8 credits
h. Philosophy and Social Science_____	9 credits
i. Psychology _____	3 credits
j. Biblical Literature _____	6 credits

Exemptions: A student may be exempted from certain of the above requirements on the following conditions:

If at the end of the first semester of English a student shows exceptional ability in English, he may be excused from the course in English II, taking instead a course in English Literature or a free elective.

He may be exempt from b if he presents three and one-half units of Academy Mathematics; from c if he presents for entrance four units of Modern Language; from d if he presents for entrance four units of Ancient Language; from e if he presents for entrance 2 units of Science; viz., one unit of Physics and one of Chemistry; from f if he presents for entrance 2 units of Biological Science; from g if he presents for entrance 3 units of History.

SUGGESTED PROGRAM FOR THE FOUR YEARS

Freshman Year

English I and II, 10 credits
Ancient Language, 8 credits
Mathematics I and II, 8 credits
Science, 8 credits
Physical Training, 2 credits

Sophomore Year

Modern foreign Language, 6 or 8 credits
History, 8 credits
Biblical Literature, 6 credits
Science, 8 credits
English, 6 credits
Physical Training, 2 credits

Junior Year

Major, 6 or 8 credits
Psychology and Social Science, Elective to finish 128
6 credits
Philosophy, 6 credits
Electives, 8 or 12 credits

Senior Year

Major credits to equal 24

A student desiring to be admitted to Freshman standing as candidate for the degree of Bachelor of Science must either (a) present a certificate of graduation from some accredited high school or academy, or, (b) pass an entrance examination based on a four-year course amounting in the aggregate to 15 units.

The required and elective subjects are:

English	3 units
Foreign Language	3 units
Algebra	1 unit
Plane Geometry	1 unit
Physics, Biology or Chemistry....	1 unit
Natural Science	1 unit
History	1 unit
History, Civics or Economics....	1 unit
Elective	3 units

Total15 units

REQUIREMENTS FOR THE BACHELOR OF SCIENCE DEGREE

1. As in case of Bachelor of Arts degree, the requirements for a major must be completed, which major consists of 24 credits or more in some one department.

2. A total of 128 credits must be secured, 4 of which shall be in physical training, but of these not more than 24 may be counted in any department other than the major department. A minimum of 48 credits must be completed in the following departments: Physics, Chemistry and Biology.

3. The number of credits specified in each of the following must be counted as a part of the total of 128 credits, subject to the possible exemptions stated below:

a. English and Public Speaking.....	16 credits
b. Modern foreign language	8 credits
c. Biblical Literature	6 credits
d. Mathematics	8 credits
e. History	8 credits
f. Philosophy	6 credits

- g. Social Science -----3 credits
- h. Psychology -----3 credits
- i. Botany, Geology or Zoology-----8 credits
- j. Chemistry or Physics -----8 credits

Exemptions: A student may be exempted from certain of the above requirements on the following conditions:

If at the end of the first half year the student shows exceptional ability in Rhetoric he may be excused from English II, and may take instead a course in English Literature or a free elective.

From b if he offers for entrance 5 units in modern foreign language.

From d if he presents $3\frac{1}{2}$ units in Mathematics.

From e if he presents for entrance 3 units in History.

From f if he presents for entrance 3 units in Biological Science.

From j if he presents for entrance 3 units of Physical Science.

SUGGESTED SCHEDULE BY YEARS

Freshman

English I and II, 10 credits
 Mathematics, 8 credits
 Mod. foreign Lang., 8 credits
 Major, 6 or 8 credits
 Physical Training, 2 credits

Sophomore

Science, 8 credits
 Biblical Literature, 6 credits
 History, 8 credits
 English, 6 credits
 Major, 6 credits
 Physical Training, 2 credits

Junior

Philosophy, 6 credits
 Psychology and Social Science, 6 credits
 Major, 6 credits
 Electives, 12 credits

Senior

Major, 6 credits
 Electives to equal 128.

PROMOTION

No student who in any academic year fails to pass in at least three-fifths of all the hours of work which he is taking, with a grade of C or above in one-fifth, will be readmitted to the college except by special vote of the administration, which vote shall be based on some satisfactory work done in the interval, or illness as the cause of failure, or some other exceptional circumstances.

In order for a student to be promoted from the Freshman to the Sophomore Class, he must have passed in college studies amounting to not less than twenty semester hours, in at least fourteen hours of which his grade is C or above.

For promotion to the Junior Class, he must have passed in college studies amounting to not less than fifty semester hours, in at least thirty-six hours of which his grade is C or above.

For promotion to the Senior Class he must have passed in college studies amounting to not less than eighty-six semester hours in at least sixty-two hours of which his grade is C or above.

If the student has entered college with any conditions, such conditions must be removed before the student may be admitted to standing in the Junior Class.

REQUIREMENT FOR A BACHELOR'S DEGREE

A candidate for a Bachelor's Degree must receive grades of C or above in at least three-fourths of the 128 credits required for graduation.

GENERAL REQUIREMENTS FOR GRADUATION

In estimating credits for the baccalaureate degrees, the unit adopted is one hour a week of recitation, or

two hours a week of laboratory work, through one semester. The regular work consists of fifteen to eighteen units each semester. No student will be permitted to elect studies aggregating more than twenty or less than twelve units in any semester without special permission from the Faculty.

RHETORICALS

All students are required to write and deliver an oration or argumentation during both the Freshman and Sophomore years. If these requirements are not met during these years, an additional production will be required during the Junior year. The Rhetoricals are under the supervision of the Head of the English department.

The Faculty will not recommend for degrees those who shall not have made up all back work by the close of the first semester of the Senior year.

GRADUATION THESIS

Each candidate for the Bachelor's degree from the College of Liberal Arts is required to present a thesis on some approved topic. Some topic should be selected in the group in which the student has done his major work during the course and it may be determined in consultation with the Head of the Department. The topic must be decided upon by the close of the first week of school after the Christmas holiday vacation preceding graduation, the first draft must be handed in by March 15th, and the finished thesis of not less than 2,500 words must be submitted to the Head of the Department not later than the 15th of April. The thesis must be typewritten on paper 8½x11 inches.

STATE CERTIFICATES

In accordance with the law passed by the Thirty-first General Assembly, the State Board of Educational Examiners will grant a five-year first grade state certificate to each graduate of Central College who has completed certain prescribed work, consisting of Psychology six semester hours, and Education fourteen semester hours. This certificate may be renewed at the end of five years upon proof of three years' successful teaching.

MASTER'S DEGREE

The Master's degree is given for one full year's graduate work. Candidates for this degree, upon consultation with the Heads of the departments in which they desire to work, may choose studies from two departments, one being known as the major, the other as the minor course. Examinations or theses, or both, will be required from time to time as may in the judgment of the respective instructors seem best. At the close of his course each candidate will be required to pass a final examination or present a satisfactory thesis on an approved topic relating to his major course.

Departments of Instruction

BIBLICAL LITERATURE

PRESIDENT BAILEY

I-II. General Introduction to Biblical Literature and History—The principal stages of biblical history, the classification of the books and the study of their contents in genetic relation to the history, the growth of the canon, and the translation and transmission of the Bible in the church. Required, of all students. Sophomore year, three hours weekly.

III. Prophecy—The origin and history of prophecy, its characteristics and ruling ideas, and the distinctive messages of its great representatives. First semester, three hours weekly.

IV. Life and Teachings of Jesus — Constructive study of the life of Jesus, an interpretation of his leading teachings, and their application to present-day problems. Second semester, three hours weekly.

V. Selections from the Old Testament—The priestly institutions, the wisdom literature, Old Testament History, etc. First semester, three hours weekly.

VI. Selections from the New Testament—The history of the apostolic church, the epistles of Paul, the writings of John, etc. Second semester, three hours weekly.

VII-VIII. Practical Theology—Homiletics, principles of interpretation, church problems, church organization and plans. The course will vary to meet the needs of the classes. One hour weekly. Classes to be arranged.

BIOLOGY

PROFESSOR CHILDS

The aim in the courses in Biology is primarily to give the student a systematic appreciation of the living things with which he daily comes in contact. A large part of the instruction is given in the laboratory, where the student is trained in skillful preparation of material, accurate observation, and systematic recording of results by means of notes and drawings. The equipment is ample to accommodate those who wish to pursue more advanced study in either Botany or Zoology. Research work may be carried on to a limited extent.

I and II. General Biology—A course in the fundamentals underlying both animal and vegetable life. The cell, anatomy and physiology of representative plants and animals, and various problems connected with living organisms, are considered. Two class and two laboratory periods per week, through entire year. Laboratory fee, \$2.00 per semester.

III. Invertebrate Zoology — A laboratory course intended to acquaint the student, by means of careful dissections, with representative invertebrate animals, and their relationships. Supplemented by lecture and recitation work.

Prerequisite, Courses I and II. One class and two laboratory periods per week, first semester. Laboratory fee, \$2.00.

IV. Vertebrate Zoology—A laboratory course intended to acquaint the student, by means of careful dissections, with representative vertebrate animals, and their relationships. Special emphasis is placed on mammals, using the cat as a type. Supplemented by lecture and recitation work.

Prerequisite, Courses I and II. One class and two laboratory periods per week, second semester. Laboratory fee, \$2.00.

V and VI. **Human Physiology** — An advanced course considering in detail the anatomy and physiology of the human body. Emphasis is laid upon the hygiene of the various organs. A text-book course, supplemented by lectures, experimental, and microscopic work.

Prerequisite, Courses I and II. Three hours per week. Laboratory fee, \$2.00 per semester.

VII. **Phanerogamic Botany**—An advanced course considering in detail the structure, physiology, and relationships of flowering plants. Given alternate years with Course IX.

Prerequisite, Courses I and II. One class and two laboratory periods per week, first semester. Laboratory fee, \$2.00. (Omitted 1913-14.)

VIII. **Cryptogamic Botany**—An advanced course considering the structure, relationships, life histories and development from lower to higher forms, as illustrated by representative cryptogams.

Prerequisite, Courses I and II. Desirable antecedent Course VII. Given alternate years with Course X. One class and two laboratory periods per week, second semester. Laboratory fee, \$2.00. (Omitted 1913-14.)

IX. **Histology**—This course deals with the microscopic anatomy of a number of animal and plant tissues. Thorough instruction is given in general biological technique with special emphasis upon the preparation of tissue for microscopic study.

Prerequisite, Courses I and II. One class and two laboratory periods per week, first semester. Given al-

ternate years with Course VII. Laboratory fee, \$2.00. (Given 1913-14.)

X. Embryology—Lectures and laboratory work. The course is based largely upon the development of the frog and the chick.

Prerequisite, Courses I and II. Given alternate years with Course VII. One class and two laboratory periods per week, second semester. Laboratory fee, (Given 1913-14.)



CHEMISTRY

PROFESSOR McINTIRE

Laboratory fee, \$3.00 per semester.

Chemistry I-II. Inorganic Chemistry—A general course, designed for those who are beginning. Three recitations and two laboratory periods per week throughout the year.

Chemistry III. Qualitative Analysis—One recitation and two laboratory periods, first semester.

Prerequisite, Courses I and II.

Chemistry IV. Quantitative Analysis—One recitation and two laboratory periods per week, throughout the year. (Omitted in 1914-15.)

Chemistry V-VI. Organic Chemistry—Two recitations and two laboratory periods per week throughout the year. (Omitted in 1914-15.)

Chemistry VII. Food Chemistry—A course in the chemistry, nutritive value, and adulteration of foods. Two recitations and one laboratory period per week, throughout the year. Prerequisite courses, I and II.

✓ ENGLISH

PROFESSOR GRAHAM

The aim of this department is to give the student knowledge; to inspire appreciation; to cultivate the ability to criticise and the power to do. The following courses are given:

I-II. Freshman Rhetoric and Public Speaking—Five hours per week. The study of literary models in each division of style; original work in debate, narration, description, editorial work, etc. Two hours per week are given to Public Speaking I-II.

III-IV. Sophomore Literature—Three hours per week. Course (a). American Literature, History of Literature and extensive reading from American authors. Course (b). Anglo-Saxon, middle English and language history. These courses are given alternately.

V-VI. Junior and Senior Literature—Three hours per week. Course (a) Shakespeare and the history of the drama; History of fiction. Course (b) Nineteenth Century poetry; the English Essay. These courses are given alternately.

VII-VIII. Recent and Current Literature of America and England—Consisting of a study of both the prose and poetry. Sources: Recent Publications and Current Magazines. Elective. Three hours per week.

✓ FRENCH

PROFESSOR GREINER

I and II. First Year French—Chardenel's French grammar, revised by Brooks, is used, along with the French reader by Lyon and Larpent. Much stress is laid on good pronunciation, the acquiring of as large

a vocabulary as possible and the mastery of the French verb and peculiarities of grammar and syntax. Written exercises on the reading matter are used to lead up to conversation. The students also learn some French songs.

In the second semester another reader, *Le Français et sa Patrie* takes the place of the first reader. The study of French culture, French schools, the government and geography of France, in general outlines is begun. The text is often discussed in French.

III and IV. **Second Year**—A review of the principal chapters in the grammar followed by the continuance of the grammar, with special reference to the irregular verb and the use of the subjunctive. "*Le Français et sa Patrie*" is continued, followed by some easy French classic. This is followed by one of Molière's comedies and some abridged version of Dumas, count of Monte Christo or Victor Hugo's *Les Misérables*.

✓ GERMAN

The object in this department is to give the student (1) facility in reading; (2) power to express himself correctly in the language studied; (3) an insight into the character and customs of the people whose language is being studied.

I and II. **Beginning German**—A thorough course in the essentials of the German language; consisting of composition, grammar, dictation, daily conversation and reading. Books used are Jenney and Morher's "*Lern-und Lesebuch*, Mueller & Wemkebach's Reader. "*Glueck Auf*," followed in the second semester by Allyn and Bacon's Reader "*Im Vaterland*." In connection with this reader the study of modern Germany is tak-

en up, its government, its school system, its geography antiquities, its legends and castles, its customs, its army and whatever helps to build up a conception of the country.

III and IV. Second Year German—The elements of grammar are reviewed by means of Bernhardt's German Composition which is used throughout the year. Connected with it are exercises in reading, conversation, dictation, essays and grammar drills. Etymology, morphology and the comparative study of language is made the basis of all grammatical work. A number of texts are read such as Immensee, Der Schweigersohn, Das Edle Blut, Die Journalisten, Germelshausen, etc. The singing of German folk songs is occasionally taken up. Four hours per week throughout the year.

V and VI. Third Year German—In this course a number of classics are read such as Schiller's "Maria Stuart," Goethe's "Hermann and Dorothea," etc. As a basis for conversation, word study, and essays, Schiller's "Wilhelm Tell" is used. Dictation and singing also given. Three hours per week throughout the year.

VII and VIII. Modern German Classics—A critical and analytical study of such modern German classics as the dramas by Ludwig, Gillparzer or Fulda, or a novel by Heyse. In the second semester the reading and interpretation of German poetry is introduced. Conversation in the German language is practiced as much as possible. Three hours per week throughout the year.

✓ GREEK

PROFESSOR HUSTON

I. Lysias — Selected orations; Freshman year, first semester, four hours weekly.

II. **Homer**—Iliad Books I-III, with selections from the Odyssey; Freshman year, second semester, four hours weekly.

III. **Plato**—Apology and Crito, with selections from the Phaedo; Sophomore year, first semester, four hours weekly.

VI. **Demosthenes**—On the Crown; Sophomore year, second semester, four hours weekly.

V and VI. **Drama**—Tragedy and comedy, selected plays; Junior year, four hours weekly.

VII and VIII. **New Testament Greek**—Characteristics of the Greek of the New Testament with special attention to syntax. Burton's Moods and Tenses and translation of Luke, Acts and Hebrews. Four hours weekly.

IX. **New Testament Greek**—Rapid reading of Epistles of Paul; first semester, four hours weekly.



LATIN

I. **Cicero**, De Senectute and Terence, Phormio, Arnold's Latin Prose Composition, revised; four hours weekly, first semester.

II. **Livy**, Books I; XXI and XXII. Prose composition continued; four hours weekly, second semester.

III. **Horace**, Odes; attention is given to prosody; three hours weekly, first semester.

IV. **Tacitus**; Germania and Agricola; studies in Latin Literature; three hours weekly, second semester.

V and VI. **Comedy**; Terence and Plautus; Satire: Juvenal; (b) Martial: Epigrams; three hours weekly.

HISTORY

PROFESSOR SORENSEN

The department of History aims not only to give the student a thorough knowledge of the periods of history covered by the courses outlined below, but also to furnish thorough and systematic training in the effective use of the excellent history library which the college possesses.

I. History of Western Europe from the decline of the Roman Empire to the opening of the Italian Renaissance. Lectures and recitations. Required topical reading with weekly written summaries. Four hours per week, first semester, Sophomore year.

II. Italian Renaissance and Protestant Reformation—A continuation of History I., dealing chiefly with the subjects mentioned in the title. Lectures, recitations and required readings. Four hours per week, second semester, Sophomore year.

III. French Revolution and Napoleonic Era—Lectures, text and collateral readings. Monthly reports of reading required. Three hours per week.

IV. Nineteenth Century in Europe — Lectures, readings and text book. Special emphasis upon the Industrial Revolution and the resulting political and social changes. Three hours per week.

V. Formation of the Union—Special study of the period of the Confederation and of the early development of our government under the present constitution. Lectures, text and readings. Semester thesis required. Four hours per week.

VI. Civil War and Reconstruction — A careful study of the causes leading to the division of the Union

and of the problems of the reconstruction period. Lectures, text and readings. Semester thesis required. Four hours per week.

VII and VIII. **Contemporary History** — Elective open without prerequisite to all college students. Reading, lectures and class discussion required. reading in periodicals and newspapers. The lecture subjects are to some extent determined by the events of the year, but always include a brief examination of the governments and the political parties of the principal countries of Europe. Three hours per week.



MATHEMATICS

PROFESSOR PHILLIPS

I. **College Algebra**—Simple and quadratic equations, including systems of simultaneous equations; graphs; proportion and variation; series; binomial theorem; theory of logarithms; partial fractions; determinants; probability; theory of equations. First semester, Freshman year. Text, Hawk's "Advanced Algebra." Four hours.

II. **Trigonometry**—Elements of both plane and spherical trigonometry; triangulation; use of transit, and solution of problems in surveying; solution of spherical triangles with applications that will enlighten the work in astronomy and other future courses. Four hours.

III. **Analytical Geometry**—The curve and the equation in both rectangular and polar co-ordinates; conic sections; tangents and normals; a general course in two and three dimensions. First semester. Text, Smith and Gales' "Introduction to Analytical Geometry." Four hours.

IV. **Differential Calculus**—Theory of limits; higher derivatives; maxima and minima; exponential, circular, and hyperbolic functions; rates; practical applications with special reference to physics. Second semester. Text, Granville's Elements of Differential and Integral Calculus. Four hours.

V. **Integral Calculus**—Review and completion of differential calculus; methods of integration; processes of summation; differential equations; graphical calculus and practical problems. First semester. Text, Granville's "Elements of Differential and Integral Calculus." Four hours.

VI. **History and Teaching of Mathematics**—Lectures and library work designed to aid those who plan to teach mathematics; survey of the development of mathematics from the earliest times; effect of tradition, and of investigation, upon modern courses; methods of presenting the subject. Second semester. Texts, Cajorie's "History of Mathematics;" Young's, "The Teaching of Mathematics." Four hours.

VII. **Courses to meet the demands of the class.** Elective topics, Differential Equations; Methods of Least Squares; Surveying; Theory of Equations. To be arranged. Two to four hours.

VIII. **Astronomy**—Lectures, text-book work, use of observatory, designed to illustrate facts and theories of astronomy. The equipment is such as to make this course quite complete. Second semester. Text, "Young's Manual of Astronomy." Four hours.



PHYSICS

I and II. **General Physics**—This course is divided into two parts (a) and (b). (a) is a theoretical study

of the fundamental principles of mechanics, heat, sound, light, and electricity. Numerous experiments are performed before the class illustrative of these principles. Two recitations per week through the year. (b) is a laboratory course in which the student takes up many of the principles studied in (a) and works them out quantitatively. Two laboratory periods per week through the year. Sophomore year.

III and IV. **Advanced Mechanics**—This course is designed for those preparing for engineering courses and deals especially with those principles of mechanics which are most necessary to the engineering course contemplated. Lectures and laboratory work through the year. A knowledge of calculus is essential.

V and VI. **Advanced Electricity**—This is a course in advanced electricity and magnetism and involves a careful study of the properties of direct and alternating currents, and the types of machinery and instruments used with each. Careful attention is given to the measurements of currents and resistance. A knowledge of calculus is essential for the mathematics involved. The work is designed to fit one for an electrical engineering course. Lectures and laboratory work through the year.

GEOLOGY

I. The elements of dynamical, structural and historical geology are each considered. Particular attention is given to both the destructive and constructive processes and their resulting formations. Occasional excursions into the country and to the coal mines are made to study these processes. The specimens in the Randolph Geological Museum are constantly referred to to show the typical rock formations and illus-

trate the successive changes from one geological period to another.

PHILOSOPHY

PROFESSOR KELLY

I. Introduction to Philosophy — The course will seek to introduce the student in as simple and concrete a manner as possible to the distinctive viewpoint and methods of philosophy as also to the great historical types of philosophy. Throughout the course attention will be given to the relation of philosophy to other typical interests of life, especially those of Science, Literature, Art, History, Morality, and Religion. Three hours. First semester.

II. Logic—An outline course in Deductive and Inductive Logic. A careful examination will be made of the logical values of conceptions, judgments, and reasonings as used in scientific procedure. Attention will be given to the bearing of scientific method upon practical problems and issues and to the cultivation of habits of clear and accurate thinking. Three hours. Second semester.

III. Ethics—The course consists of an outline study of the typical facts of moral life in their genetic relations, and of the conditions and ideals of worthy human conduct today. These facts and ideals will be examined as they are found embodied in social life and in individual behavior. It is the purpose of this course to develop in the knowledge and conduct of each student high moral standards of Christian living. Three hours. First semester.

IV. The Philosophy of Religion—This is a course in which some of the fundamental truths of religion

are made the object of thought and study; such for example as the types, the value, and the grounds of religious faith and experience; religion as the basis of ethical and spiritual culture; and Christianity as the fulfillment of all religious and moral needs. Three hours. Second semester.

V-VI. History of Philosophy—This course is intended for students who wish to do special work in Philosophy. A careful detail study of the historical systems of philosophy will be made. Throughout the course emphasis will be laid upon the relation of the problems, tendencies, and systems of philosophy to the civilizations and social conditions out of which they arise. Considerable attention will be paid to current philosophical problems and tendencies. Three hours. First and second semesters.

SOCIAL SCIENCE

Courses I and II have two purposes: first to provide the indispensable foundation to more specialized courses in Economics and Sociology, and second to furnish for the general student such an outline knowledge of these subjects as every educated man or woman is now supposed to have.

I. Economics—A careful consideration is given to the basic principles of economics; the nature and laws of human wants, utility, wealth, value, price; economic production, distribution, and consumption; land, labor, capital, and business organization; rent, interest, wages and profits; competition and monopoly; money and banking; tariffs and taxation; transportation, the labor problem, etc. Three hours. First semester.

II. Sociology—The organization of society is stu-

died as an introduction to a broader survey of the factors and causes of social phenomena. Some of the more important social processes are analyzed, and the physical, biological, and psychic factors of social evolution are considered with the view to examining broadly the forces that affect social progress. Three hours. Second semester.

III. American Government—A general course in the genesis, nature, and practice of state and national government: Constitutions and the machinery of government; political parties, public opinion, strength and weakness of democracy, social institutions, etc. Three hours. First semester.

IV. Finance — An advanced course in Political Economy dealing especially with problems of national finance, and with money and banking. This course is elective and Economics I. is a prerequisite. Three hours. Second semester.

V. Socialism—The theory and history of socialism, communism, anarchism, and other schemes of social reform will receive attention; emphasis, however, will be placed upon present-day socialism with a view to ascertaining the position and importance of socialism in contemporary politics and social legislation. Three hours. Elective.

PSYCHOLOGY AND EDUCATION

PROFESSOR DODSON

The aim of this department is not only to acquaint the students with the subjects of psychology and education for purposes of general culture, but also to give special professional training to those who may desire to prepare themselves for teaching.

For description of courses in Education see School of Education.

I. General Psychology—An outline course or general introduction to psychology; nature and scope of psychology; the relation of mental states to bodily processes; and the description and classification of processes in consciousness. Three hours.

II. Childhood and Adolescence—Mental development in the individual. Development of the child from infancy through adolescence. Three hours.

III. Physiological and Experimental Psychology—A study of the physiology and psychology of the central nervous system; and practical demonstrations of typical experimental investigations of the common functions of mental activity. One recitation and two laboratory periods per week. Three hours .

IV. Animal Behavior—The evolution and criteria of consciousness, the development of the senses, instinct, intelligence, social behavior, feelings and emotions in animals. Three hours.

VI. Abnormal and Social Psychology — An outline course in the study of diseased forms of mentality and unusual phases of conscious processes; and of the social groups and their characteristics, the crowd and mob consciousness.

School of Education

AIM AND SCOPE

The purpose of the School of Education is to prepare in a professional way those who desire to be leaders in education. The School offers such courses as will especially fit students to become teachers, principals, supervisors and superintendents of high schools and grammar schools; instructors in education in normal schools and colleges; and high class grade teachers and primary school teachers.

ORGANIZATION OF THE WORK

The School of Education is organized with the view of satisfying the two-fold need of accommodating those who desire to enter the teaching profession after completing their college course, and those who desire special preparation but do not care to spend more than two years in work of college grade. Therefore the School provides two lines of work: (a) The course leading to the degrees of Bachelor of Arts in Education and Bachelor of Science in Education; (b) The course of two years leading to a Junior college certificate.

STATE CERTIFICATE

The State Board of Educational Examiners will grant five-year first-grade state certificates to graduates of Central College who have completed:

(a). Six semester hours of general or descriptive psychology;

(b). Fourteen semester hours in education, including (a) principles or science of education; (b) history

of education; (c) general and special methods of teaching; (d) electives from any of the courses offered in education.

This certificate may be renewed at the end of five years upon proof of at least three years of successful teaching.

REQUIREMENTS FOR THE DEGREE OF BACHELOR OF ARTS IN EDUCATION AND THE BACHELOR OF SCIENCE IN EDUCATION

1. Regular college entrance requirements.
2. The requirements for a degree of Bachelor of Arts or of Bachelor of Science with the following exceptions:
 - (a) for philosophy six credits, ethics three credits.
 - (b) For English and Public Speaking sixteen credits, English twelve credits.
3. One semester in psychology of childhood and adolescence.
4. A minimum of fourteen semester hours in education.
5. In addition to the academic major of 24 hours, two academic minors of twelve hours each.

6. A total of one hundred and twenty-eight semester hours, including four hours of physical training.

Note 1. Students in the College of Liberal Arts may major in Education.

Note 2. Exemptions from (2) may be made under the same conditions as in the College of Liberal Arts.

REQUIREMENTS FOR A JUNIOR COLLEGE CERTIFICATE

1. One year of descriptive psychology, 6 credits.
2. Courses in education amounting to fourteen credits.

3. Six credits in English; three credits in social science; three in ethics, and one year in a biological science, agriculture or home economics.

4. The completion of a college major of twelve hours, and a college minor of eight hours.

5. Total of at least sixty semester hours.

COURSES IN PSYCHOLOGY

NOTE: See department of Psychology for description of courses in Psychology.

COURSES IN EDUCATION

I. Principles of Education—Education considered from the biological, physiological, psychological and sociological standpoint. Representative topics; habit, heredity, culture epochs, instinct, imitation, suggestion, training of the different functions of the mind, motor activities; formal discipline, educational values and theories. Three hours.

II. History of Education—A general survey of the evolution of educational institutions, practices and principles through ancient, mediaeval and modern times, giving special attention to the great educational reformers and educational classics. Three hours.

III. Methods of Instruction—General and special methods of instruction in secondary and elementary branches. Three hours.

IV. Observation and Teaching—Observation of teaching in the grades and high schools of Pella and adjoining towns. Three hours.

V. Supervision and Management of Schools—Practical problems of school administration and organization, such as the function of officials, supervisors, principals and superintendents; the making and admin-

istering of courses of study; and management and supervision of class work. Three hours.

VI. School Hygiene—Problems of school hygiene, including, construction of buildings, heating, lighting, ventilation; school diseases and medical inspection of schools; hygiene of school activities. Two hours.

VII. Philosophy of Education—A study of select topics dealing with fundamental conceptions of education as a biological, physiological, social, psychical and philosophical process. Two hours.

VIII. High School—Evolution of the high school in this country; its place in our educational system; a study of the factors which enter into the selection and organization of subject matter taught in the high school. Three hours.

IX. Educational Psychology—A somewhat detailed study of the various aspects of the learning process, as presented by Pyle and Thorndike. Two hours.

X. Religious Education—Ideals, principles and methods of religious education in the light of modern psychology and social sciences.

DESCRIPTION OF DOMESTIC ECONOMY COURSE

MISS REYNOLDS

Model Sewing—A series of models teaching the principles of sewing.

Plain Sewing—The drafting of patterns and the making of a complete set of underwear, using both the stitches learned in Model Sewing and the machine.

Cooking—The fundamental principles of plain cooking. In the second year serving and fancy cooking taught.

Food Study—The study of all foods pertaining to

classification, combination, chemical composition, and use to the body.

Millinery and Art Needlework—The principles and making of two hats and a complete course of the stitches used in embroidery.

Dressmaking—The drafting and designing of all possible patterns used in dressmaking and the making of four dresses.

Dietetics—A study of food in its relation to the body and the study of ideal dietaries and infant feeding.

Bacteriology—A study of bacteria and their relation to the home.

Primary Handwork—A course in card-board construction, card work, to be used in lower grades.

Textiles—A complete study of textiles, pertaining to the manufacture and use in the home.

Household Management—A study of the home, its management, decoration and woman's relation to the home.

Physiology and Home Nursing—A general study of anatomy, its relation to the home and a practical study of home emergencies.

Chemistry, English and Economics are taken with the regular College classes.

Requirements for a Junior College Certificate in Home Economics:

FRESHMAN YEAR

First Semester

	Credits
Inorganic Chemistry	4
Model Sewing	2
Cooking	2
Food Study	2
English	5
Millinery, Art Needlework	2

Second Semester

	Credits
Inorganic Chemistry	4
Plain Sewing	2
Cooking	2
Physiology-Home Nursing	2
English	5
Millinery, Art Needlework	2

SOPHOMORE YEAR

	Credits
Food Chemistry	4
Dress Making	2
Dietetics	3
Primary Handwork	2
Psychology	3

	Credits
Food Chemistry	4
Dress Making	2
Bacteriology	4
Textiles	3
Household Management	2
Economics	3

In addition to the above work the following courses will be required for a Bachelor of Science Degree in Home Economics:

JUNIOR YEAR

	Credits
English	3
French or German	4
Biblical Literature	3
History	4
Education	2

	Credits
English	3
French or German	4
Biblical Literature	3
History	4
Education	2

SENIOR YEAR

	Credits
German or French	3
Ethics	3
Education	5
Elective	2

	Credits
German or French	3
Social Science	3
Education	5
Elective	2

The Academy

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General Information

Central Academy is a first-class secondary school. It is especially designated by the State Department of Public Instruction for the training of teachers, and graduates from the Normal Training Course receive first-grade certificates without further examination.

The aim of Central Academy is three-fold, namely, to prepare students for admission to the Freshman Class of Central and other standard colleges; to provide for those who cannot enter college, a well-rounded academic education, and to train teachers for the public schools.

There are three main courses of study in the academy: The College Preparatory, the Normal Training and the Special Biblical courses. The first two are four-year courses, corresponding to courses offered in the fully accredited high schools of the state. The Special Biblical course runs two years and is especially designed for students preparing for the ministry or other religious work, who are unable to take the regular academy and college courses.

ADVANTAGES

The Academy is affiliated with the College in spirit and methods of work. It occupies the same grounds, uses the same buildings and is under the same general management. Students in the Academy have free and full use of the College library, gymnasium and laboratories, and enjoy the advantages of being in touch with the College and the work in the Christian Associations, literary societies and athletics.

The Academy will thus prove a splendid place for

those preparing for college as well as those who, finding it utterly impossible to secure a college education, want a well-balanced academic training. It will be a good place for young people of high school age, since they will thus pass their early formative years in the educational atmosphere created by the College and may develop their character in the midst of spiritual influences that will help towards a better life.

Moreover, those, who for any reason have temporarily withdrawn from school work, and who, on account of age and other considerations, hesitate to return to the high school, will find in Central Academy the place for recovering lost opportunity and will be given all possible aid in securing the desired education.

STUDENT ORGANIZATIONS

Students in Central Academy have the very great privilege of being associated with the college students in many of the organizations of the school. In debating and athletics, they have the benefit of the same coaching as is given the students of the college. Membership in the Christian Associations, Glee Clubs, etc., is open to academy students, and some of the literary societies maintain a department for the students registered in the Academy.

GOVERNMENT

In the administration of the government of the Academy the aim will be, as in the College, to lead students to regard themselves as responsible for good order. Training in self-government thus becomes a part of an academic education. Breach of good academic order will be followed by deprivation of the privileges the Academy offers. Persistent disorder,

and also persistent idleness, will result in a request to parents or guardians that such students be withdrawn from the Academy. Students leaving the Academy must request honorable dismissal, which is granted only by vote of the Faculty.

ADMISSION

Young people of good character will be admitted to Central Academy and assigned to classes according to their attainments. All candidates for admission should present themselves promptly at the opening of the year, with a record of previous work, showing studies taken and the time spent upon the various subjects. Blank forms of application for admission may be secured and should be filled out carefully and returned as early as possible before the day of registration.

To those asking advanced standing in the Academy credit will be given for previous work done in other similar institutions. All students are on trial and if the class room work shows poor preparation, inadequate for the assigned class, the student will be required to take such reviews and reassignment of standing as may seem best to the Faculty.

REGISTRATION

The days appointed for admission and registration are those indicated in the College Calendar. New students should, if possible, present themselves to the Registrar on the first day appointed for the admission of students.

GRADUATION

While in most cases it will require four years to complete the work required for graduation, it is not

the policy of this Academy to hold back those who are unquestionably able to carry more work than the regular yearly assignment. Exceptionally mature, earnest and capable students may in the four years complete the Academy work and a portion of the Freshman year in the College. The work in the Academy is so articulated with that of the College as to make it possible for some to shorten the combined academic and collegiate course by as much as a year.

All graduates or matriculates from the four-year courses of the Academy are required to write an original production in the contest for the Lewis Medal. The subject of the production must be decided upon not later than April 1st and reported to the Head of the English Department. The completed work must be handed in by May 15th preceding graduation. The production must contain from one thousand to fifteen hundred words. A certificate fee of \$3.00 is required from all graduates of the Academy.

THE CURRICULUM

The whole amount of work required to complete the Academy course consists of 15 units. For every student looking toward the A. B. degree the following are the uniform requirements:

English	3 units
Algebra	1 unit
Plane Geometry	1 unit
Physics or Biology or Chemistry	1 unit
Advanced Physiology	1½ unit
Physiography	1½ unit
History	1 unit
History, Civics or Economics	1 unit
Latin or Greek	2 units

German, French, Latin or Greek 1 unit
Free Elective ----- 3 units

For the A. B. degree three units of foreign language are required. Of these three at least two must be either Latin or Greek. The other one may be an additional unit in either Latin or Greek or in German or French.

For the student expecting to work for the S. B. degree the requirements are the same as for the A. B. degree, except in the matter of languages. For this degree three units of any foreign language or languages may be taken provided that not less than two of the three units be taken in some one of the languages chosen.

The electives may be chosen from any of the above named subjects not offered to make up the required 15 units, or from Domestic Science, Agriculture, Commercial Subjects, History of Music, and Harmony.



The Courses of Study

NOTE: The numerals immediately following the subjects give the number of the course, those at the extreme right of the table indicate the number of hours per week.

COLLEGE PREPARATORY COURSE

First Year

FIRST SEMESTER		SECOND SEMESTER	
English 1	5	English 2	5
Mathematics 1	5	Mathematics 2	5
Physiology	4 or 5	Physical Geography	4 or 5
Latin 1, German or French	5	Latin 2, German or French	5
Physical Training	2	Physical Training	2

Second Year

English 3	5	English 4	5
Mathematics 3	5	Mathematics 4	5
Latin 3, German or French	5	Latin 4, German or French	5
Physical Training	2	Physical Training	2
Elective	4 or 5	Elective	4 or 5

Third Year

Physics or Biology or Chemistry	4	Physics or Biology or Chemistry	4
History 1	5	History 2	5
Latin 5, German or Greek or French	5	Latin 6, German, Greek or French	5
Physical Training	2	Physical Training	2
Elective	5	Elective	5

Fourth Year

English 5	5	English 6	5
History, Civics or Econ.	5	History, Civics or Econ.	5
Physical Training	2	Physical Training	2
Elective	5 or 10	Elective	5 or 10

NORMAL TRAINING COURSE

First Year

FIRST SEMESTER		SECOND SEMESTER	
English 1	5	English 2	5
Mathematics 1	5	Mathematics 2	5
Physiology	5	Physical Geography	5
Latin, German, French	5	Latin, German, French	5
Physical Training	2	Physical Training	2

Second Year

English 3	5	English 4	5
Mathematics 3	5	Mathematics 4	5
Elective	5	Elective	5
Latin, German, French	5	Latin, German, French	5
Physical Training	2	Physical Training	2

Third Year

Physics	5	Physics	5
History 3	5	History 4	5
English 7	5	Reading	5
Domestic Science or Agriculture or Man- ual Training	5	Domestic Science or Agriculture or Man- ual Training	5

Fourth Year

Mathematics 7	5	Mathematics 8	5
History 3	5	History 4	5
Pedagogy 1	5	Pedagogy 2	5
Economics	5	English 6	5

SPECIAL BIBLICAL COURSE

This course is designed to meet the needs of young men and women who find it impossible by reason of age and circumstances to secure the full college course, but for whom there is a place in the gospel ministry and religious work.

For entrance to this course students should have done work equivalent to the first two years of the Academy, with the exception of mathematics and foreign languages. Those deficient in literary training and in subjects preparatory to this course may select, under the supervision of the Director of the Biblical Department, such studies as will best prepare them to enter upon the studies outlined below.

While the prescribed course covers a period of two years, graduation is not merely a matter of time. The candidate must not only have finished the required subjects, but must also give evidence of having attained some degree of maturity in habits of thought and study and an earnest desire to search for truth.

First Year

FIRST SEMESTER		SECOND SEMESTER	
Biology 1	4	Biology 2	4
English Literature 3	5	English Literature 4	5
Ancient History 1	5	English History 2	5
Biblical Literature I	2	Biblical Literature II	3

Second Year

English I	5	English II	5
Biblical Literature III	3	Biblical Literature IV	3
Economics	5	Education 2	5
Psychology I	3	Social Science II	3
Biblical Literature VII	1	Biblical Literature VIII	1

BIOLOGY

1. A course in Human Physiology, Hygiene and Sanitation, required of all Academy students, is a practical study of these subjects and is intended to give the student a knowledge of the laws of health. Largely laboratory work; first semester, three hours per week.

2. A course in Physiography intended to acquaint the student with the world about him, and to introduce him to the various branches of Science which this broad field touches; second semester, three hours per week. Largely laboratory work. Fee, \$1.50.

3. Zoology. An elementary course in Zoology, giving the student a knowledge of the animal kingdom and practical work in laboratory technique. First semester; two laboratory periods and two recitations per week. Fee, \$2.00.

4. Botany. A course in general Botany with practical laboratory work. The last six weeks are devoted to the study of the local flora. Second semester; two laboratory periods and two recitations per week. Fee, \$1.50.

5. Agriculture. A course in agriculture is offered, especially intended to meet the needs of those expecting to teach; also those students coming from the farms will find it helpful. Two laboratory periods and two recitations per week. Fee, \$1.50.

CHEMISTRY

1-2. **Inorganic Chemistry**—Recitation and laboratory work. The aim is to acquaint the student thoroughly with the foundations of chemical knowledge and in the laboratory to familiarize him with the most

approved methods of chemical manipulation. Much credit will be given for excellence in laboratory work. Two recitation and two laboratory periods weekly. Laboratory fee, \$3.00 per semester.

ENGLISH

Candidates for entrance to the English classes of the Academy must present satisfactory credits in eighth grade work or pass an examination. This course covers three preparatory units, or six credits; three in grammatical analysis, word analysis, composition and rhetoric; three in English and American classics. A seventh credit is covered by advanced review work in Grammar. This work is required in the normal course and in the regular Academy course wherever students prove to be deficient in the use of English. In the latter case this credit must be secured in addition to the required number. The courses are as follows:

1-2. English Composition, two hours. Grammatical Analysis and Word Analysis, three hours. Five hours per week throughout the first year.

3-4. Literature. A study of Scott, Eliot, Shakespeare, Tennyson, Milton, Coleridge, Lowell, Hawthorne, Irving and others. This is first an appreciative study of literary values; second, an analysis of literary forms and their essential characteristics. Five hours per week throughout the second year.

5. Rhetoric and Theme Writing. A course in theory and practice. Five hours per week, first semester, third year.

6. Literature. This course consists of the study of representative literature from Beowulf to Kipling and of lectures covering the main facts in the history

of English literature. Five hours per week, second semester, fourth year.

7. Grammar. A review of first principles, with thorough drill in the use and analysis of constructions in English. Five hours, one semester, third year.

✓ GERMAN

MISS ASCHENBRENNER

1-2. **First Year German** — A beginning course. Great stress is laid upon the fundamentals of the language. The grammar used is Baker-Rhodes. The reader used is "Im Vaterland." Four hours per week throughout the year.

3-4. **Second Year German** — Bernhardt's German Composition is used. The grammar is thoroughly reviewed. A number of reading texts are introduced during the year. Four hours per week throughout the year.

✓ GREEK

MR. HANSEN

The regular work in this subject includes two years, five hours a week. In the first year the usual amount of Beginner's Greek is given, together with thorough drill in vocabulary and some practice in reading selections from the Anabasis. In the second year the first four books of the Anabasis are given, together with the writing of Greek and thorough drill in the grammar of the language. In addition, there is practice in sight reading from the later books of the Anabasis or from other authors.

For the benefit of those who lack Greek, yet desire to enter the Freshman class for the A. B. degree, a so-called "Rush" class is organized which completes two

years in one. Only students of good standing and ability will be allowed to enter this class and to fall below 80 per cent in class grade will debar one from the class.

HISTORY

MR. HANSEN

The courses in academy history have been arranged with reference to the requirements of the State Department of Public Instruction. Much of the material in the history section of the library has been selected to meet the needs of students preparing for teaching, as well as to give the general student opportunity to do a high grade of work.

1-2. **General European History** — Special emphasis on the history of Greece and of Rome. Recitations with regular supplementary lectures, readings and notebook work. Five hours per week, throughout the year.

3-4. **American History and Civics** — Recitations with drill in the use of sources and in topical investigation. Five hours per week, throughout the year.

LATIN

MR. HANSEN

1-2. **Beginning Latin.** Text : D'Ooge. Five hours per week.

3-4. **Caesar :** Gallic War, four books. Text : Walker. Prose Composition. Text: D'Ooge. Five hours per week.

5-6. **Cicero :** Six orations, including the Manilian Law. Text: Kelsey. Prose Composition. Text: D'Ooge. Five hours per week.

7-8. **Virgil :** Aeneid, six books. Matrical

reading of the dactylic hexameter. Text: Knapp. Four hours per week. Mythology. Text: Gayley's Myths. One hour per week.

Bennett's Latin Grammar is used the last three years.

MATHEMATICS

MISS ASCHENBRENNER

1-2. **Algebra**—This is the beginning course in the study of Algebra. Mastery of elementary processes with accuracy and rapidity is the chief aim. The course extends through Quadratic Equations. First year academy. Five hours per week throughout the year.

3-4. **Plane Geometry**—The fundamental propositions of Geometry are demonstrated and discussed. Emphasis is laid upon original problems and demonstrations. Prerequisite, Course 1-2. Second year, academy. Five hours per week throughout the year.

6. **Solid Geometry**—The course includes the study of plane surfaces, the cone, cylinder and sphere. Prerequisite, Course 3-4. Third year academy, second semester. Five hours per week.

7. **Algebra** — A continuation of Course 1-2. Preparatory course for College Algebra. Fourth year academy, first semester. Five hours per week.

8. **Arithmetic**—This course is offered to the Normal students who have finished Course 7, but may be taken by any who need the work in this branch.

PHYSICS

PROFESSOR PHILLIPS

1-2. A thorough course in the elementary princi-

ples of physics, consisting of recitations and laboratory work. Three recitations and two two-hour laboratory periods throughout the year. Laboratory fee, \$2.00 per semester.

NORMAL TRAINING COURSE REQUIREMENTS AND REGULATIONS

Central Academy is specially designated by the State Department of Public Instruction to prepare teachers in the Normal Training Course. Graduates from this course in Central Academy receive a first-grade certificate permitting them to teach in rural schools and in the grades without further examination. The work is under the direction of the State Department of Public Instruction.

The following summary shows in a convenient form the subjects required and the amount of time to be given to each in order to graduate from the Normal Training Course of Central Academy.

Six semesters of English including the one semester of grammar of the Normal Course.

Three semesters of Algebra.

Two semesters of history, ancient, mediaeval and modern, or general.

Four semesters of Latin or an elective.

Two semesters of plane geometry.

One semester of civics.

One semester of physiology or geography (political or commercial.)

Two semesters of physics.

One semester of political economy.

One semester of arithmetic in the third or fourth years.

One semester of grammar in the third or fourth years.

One semester of United States history in the third and fourth years.

One semester of reading in the third or fourth years

One semester of home economics in the third or fourth years.

One semester of agriculture in the third or fourth years.

Two semesters of pedagogy in the third and fourth years.

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One semester of civics.

One semester of physiology or geography (political or commercial).

Two semesters of physics.

One semester of political economy.

One semester of arithmetic in the third or fourth

years.

GENERAL INFORMATION

The Conservatory of Music is especially fortunate because it is intimately associated with Central College and enjoys all its social, religious and intellectual advantages. To this center young people from many of the towns in our state come every year to avail themselves of its course of study. Here the systematic arrangement of practice, the regular hours, and the stimulus of musical atmosphere, are conducive to good work and corresponding achievements. As the course of study laid down in colleges and seminaries of learning is not intended to give a knowledge of any one branch alone, but by combining the study of language with that of mathematics, science, etc., to broaden the student with such an intellectual development as will establish

The Conservatory of Music
George Francis Sadler, Director

Central Conservatory is persistently advocating the work of preparation for the practical knowledge of the science of musical composition which is necessary to an intelligent appreciation of musical masterpieces. Our teachers are loyal and efficient. Central Conservatory of Music is taking rapid strides toward the front and looks forward to enlarged opportunities, and to a still more successful career.

STATEMENT OF THE WORK PIANOFORTE

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STATEMENT OF THE WORK

PIANOFORTE

I. It is essential that the student develop perfect control of the muscles and the fingers, hands and

arms, making them responsive to the commands of the will. Technical exercises which will bring about this development are given according to the demands of the individual.

II. Etudes by the best composers and teachers.

III. Ensemble playing. Compositions by ancient and modern composers, aesthetic development.

Information regarding a course in Pianoforte is not easy to give since the course varies more or less for different students, according to their personal needs.

VOICE

We endeavor to carry forward the information and development of the singing voice. Not by the so-called method of the Italians, nor that of the Germans exclusively, but by the adoption of what are believed to be the best features of all methods as well as by the use of a discriminating judgment as to any peculiar needs of the particular voice under treatment. Thus we hope to fit our pupils for positions in church choirs, for successful teaching, and in all artistic singing.

PIPE ORGAN

The magnificent Moller organ recently built in the Baptist church is used by the Conservatory of Music. This affords us the rare opportunity of preparing our students for church organ positions and concert work.

A new Estey practice organ with electric blower has been added to the equipment. The organ is placed in a room of the Association building.

The demand for church organists is very great and special prominence is given to this department of instruction. Practice hours can be arranged for by conferring with the Director. The plan of work provides

for thorough training in all that pertains to a master of organ, systematic drill in technic, registration, the art of improvisation, accompaniment, etc.

THEORY

The work required in Theory is as follows:

Harmony-----4 Semesters
Musical History-----2 Semesters
Musical Analysis-----4 Semesters

HARMONY

Two Hours Weekly.

First Semester—Keys, scales, intervals, formations of triads, chord connection, simple part writing from given basses and sopranos.

Second Semester—Continuation of work of first semester. Chords of the seventh, augmented chords, altered chords.

Third Semester—The suspension, retardation, appoggiatura, anticipation, passing tone, modulation.

Fourth Semester—Single and double chants, German chorals.

MUSICAL HISTORY

Two Hours Weekly.

The course treats of the beginning of Music, Greek modes, systems of notation, early Christian music, Troubadours and Minnesingers, rise and progress of Opera and Oratorio, development of forms, romanticism, instrumental development and the composers for piano and other instruments, the virtuoso, the music drama, the relationship of music to the other arts, musical criticism.

Musical History may be taken any time in the course.

ANALYSIS

Two Hours Weekly.

Motives, phrases, periods, cadences, accent, rhythm, key relationship, thematic development, the rondo form, the sonata form, analysis of Beethoven's Sonatas, Grand Opera, Oratorio and other works.

DEGREES

Three studies are required for the degree of Bachelor of Music (Mus. B.), two of which must be Piano-forte and Theory; the third may be elected.

Students must have completed a course of literary work equivalent to that of the College entrance requirements as defined in the Central College catalogue. All candidates for degrees must give public recitals on their chosen instruments during their Senior and Junior years.

TEACHERS' CERTIFICATE COURSE

A teachers' certificate course is offered, which consists of the full course in Theory (except the last two semesters in Analysis), two years of advanced piano or voice and the equivalent of two years of High School work.

CHILDREN'S DEPARTMENT

Special rates are made to children fourteen years old and under.

RECITALS

Public recitals are given by the students at which they perform such pieces as are assigned them by their teachers; for the purpose of giving them ease and self-control in public. Studio recitals are held every two weeks, to which only the music students are admitted.

LIBRARY

The Conservatory has secured a large library of sheet music, including all the best works of almost all

of the composers of any repute, classical or modern, and a large selection of technical studies. The music is all carefully bound and cared for. This is a great advantage, as it saves the time of both teacher and pupil in being able to obtain what is needed at a lesson and not having to wait to send to a publisher or music house. A small library fee is charged each student and all of the music throughout the course is furnished.

In addition to the library of sheet music, the college library is well supplied with books of special interest to musical students. A large number of the grand operas are included. The equipment in the college library offers exceptional advantages to students of the conservatory.

MUSICAL ORGANIZATIONS

Glee clubs, quartets and church choir work are open to those who are desirous and capable of doing such work. The positions are secured by competition. Central Conservatory of Music has established a splendid reputation for work in this line and great emphasis is laid upon this phase of the work. Piano students are given ensemble playing throughout the course.

MEDALS

The Brownell Medal is offered by Mr. Charles Brown, and is open to all students of Central Conservatory majoring in Piano who have had at least two years in the regular degree course, including all the work in Theory. The medal is awarded to the one ranking highest in class room work and public recital.

The Dora Markel Medal is offered by B. Franklin Keables, and is open to all students of Central Conservatory majoring in Voice who have had at least two years in the regular degree course, including all the required work in Theory. The medal is awarded to the one ranking highest in class room work and public recital.

Department of
Oratory and Expression

Charlotte Ann Hussey, Director

METHOD OF INSTRUCTION

During the first year instruction is given in the management and regulation of the breath; the proper use of the body in the development of vocal energy; the more advanced knowledge of English phonation; the most improved methods of acquiring a distinct articulation; the function of the Natural and Oratund voice; the application of Force, Stress, Pitch, Rate, Quality and Emphasis and their importance as the dynamics of expressive speech. Students are taught how throat difficulties, occasioned by overuse or wrong use of the vocal organs, may be avoided; how harsh quality of voice may be removed, and pure musical quality acquired; how mannerisms in melody and inflectional forms may be remedied; how awkwardness in gesture may be conquered; how vocal practice should be regulated. Thought is the occasion of emotion and from the first private lesson to the last, this simple method of psychic development is taught. A cultivated imagination that creates and reveals the scene as perfectly to the soul as the natural eye could reveal it to the mind is the secret and source of all true eloquence, or expressive speech.

RHETORIC-ENGLISH LITERATURE

Special attention is given to the study of Rhetoric and English Literature, and students enrolling for regular work in this department will be required to take this work throughout the years of study. A year's work in Psychology is also required.

An intelligent conception of the text must form the basis of all satisfactory interpretation.

RECITALS

Recitals, in which the pupils of the school participate, are held once a term. These exercises are of the greatest benefit to the students, in giving them confidence before public audiences, and in stimulating them to the highest endeavor in formal recitation.

PHYSICAL CULTURE

It is the aim of this work to ennoble the personal presence, to improve the bearing, produce lightness, ease and grace of movement, to give to the mind a perfect though subtle control of the muscles of the body, so that the poise, movement and gesture of the whole person, as well as the hands and face, will contribute as much as the voice to the expression of thought. This work is not gymnastic, nor is it gymnasium work in any sense, but a simple, systematic course of training that will bring the whole body under the control of the will.

STATEMENT OF THE WORK

PUBLIC SPEAKING

I-II. **Elementary Public Speaking** — Required, Freshman year, of all college students. Interpretation, voice culture, oratorical form of physical expression, study of orations, extempore speaking, original talks. Two hours per week throughout the year.

III-IV. **Advanced Public Speaking** — Advanced course in Public Speaking open to all students who have completed Public Speaking I-II. More advanced work in Oratorical Address, Extemporaneous Speaking, etc. Two hours per week throughout the year. Fee, \$4.50 per semester.

ELOCUTION

Elective Course for Private Work

First Year: Bodily expression, voice culture, studies from standard authors and poets, Rhetoric and English Literature. Two private lessons per week throughout the year.

Second Year: Life study and personations, monologues and stories, original selections. Two private lessons per week throughout the year.

I-II. Class Work in Elocution—A class in Elocution will be organized for not less than six students. Two half-hour periods per week throughout the year. Fee, \$4.50 per semester.

The following is a summary statement of the two years' work required for those who desire to give special attention to the study of expression. A diploma will be given on the completion of the course:

First Year

	Hours		Hours
Private Lessons	1	Private Lessons	1
Expression	2	Expression	2
Oratory	1	Oratory	1
English	3	English	3
History	3	History	3
Physical Training	2	Physical Training	2

Second Year

Private Lessons	1	Private Lessons	1
Expression	2	Expression	2
Public Speaking	2	Public Speaking	2
English	3	English	3
Psychology	3	Psychology	3
Physical Training	2	Physical Training	2

The Business Department

Fred H. Clifton, Director

GENERAL INFORMATION

The Business Department is one of the regular departments of Central College. It has ample room and equipment. It has been the aim of the college to furnish whatever equipment was needed and to secure the best to be found on the market. The Director has had actual experience in the business world and it is his aim to thoroughly prepare the students for the best positions available in the business world. Those studies only are taught which are thought to have real practical value for the students.

POSITIONS FOR GRADUATES

We have always been able to find employment for all our graduates. We have been asked if we guarantee positions. To those who satisfactorily complete the Combined Course and fulfill the following conditions a position will be guaranteed. The conditions are that the graduate must be a person of good character, have proven himself trustworthy, painstaking and industrious while in school, and have no bad habits. He must also have maintained an average grade of at least 80 per cent in all the studies in the course and be able to take dictation in shorthand at the rate of 100 words per minute during a five-minute test and 35 words per minute on the machine. These requirements are not unreasonable and any average person should be able to attain them during the course. To those who are not able to take the Combined Course or are unable to meet all the above requirements and yet have proven themselves worthy, every effort will be made by the department to secure for them a satisfactory position.

We do not promise a student that he will finish a

certain course within a certain time, but we do promise to do all within our power to advance him as rapidly as possible. It rests largely with the student. If he applies himself to his studies he will finish the course in much shorter time than he would, were he to neglect his work.

It is our hope that our students may not only acquire a high degree of proficiency in their studies, but also that they will take full advantage of those opportunities which are to be had for character development. It is hoped that all will take advantage of the opportunity to associate themselves with the work of the Christian Associations. It is expected that all students attend the regular chapel exercises of the college and divine worship once on Sunday. We believe the spiritual life must be developed; as well as the mental and physical, in order to give to the world the best that we possess.

A diploma is given for graduation from both our book-keeping and shorthand courses. A fee of \$1.00 is charged to cover the cost of the diploma and engraving.

COURSES OF STUDY

We offer the following courses of study, namely:

- (1) Regular Business; (2) Farmers' Course; (3) Shorthand Course; (4) Combined Course.

REGULAR BUSINESS COURSE

The Regular Business Course includes Book-keeping and Office Practice, Commercial Arithmetic, Grammar, Commercial Law, Rapid Calculation, Spelling and Penmanship, Commercial Correspondence, Parliamentary Law and Debating. It requires nine

months to complete the course. Students who have taken any study as outlined above and can show satisfactory work may substitute other subjects.

FARMERS' COURSE

A farmer should be able to keep accurate accounts, compose good business letters and understand Commercial Arithmetic thoroughly. The farmer today who makes good is the educated farmer. This course includes Book-keeping, Spelling, Rapid Calculation, Penmanship, Commercial Law, Business English and Correspondence. The average time required to complete the course is six months.

SHORTHAND COURSE

Stenography is one of the greatest fields of opportunity. No other field offers more prospects. Good salaries are paid to competent stenographers even in their early employment, and to those who continue in the work there is opportunity for constant advancement. No competent stenographer need work for a salary less than \$20.00 a week. Court reporters and private secretaries can earn still larger salaries. The stenographer is close to his superior and knows more of the details of the business than any other employe. Stenography is a sure stepping stone—a ready means—to success. The course of study includes Shorthand, Touch Typewriting, Rhetoric, Grammar, Indexing and Filing, Carbon and Press Copying, Duplicating, Spelling, Correspondence and Penmanship.

THE COMBINED COURSE

There is a constant growing demand for young men and women who are competent both as book-

keepers and stenographers. We have outlined a course which will furnish a good business education and enable the graduate to accept the best positions to be had in the commercial world. It requires from twelve to fifteen months to complete the course. Our course of study is as follows: Commercial Arithmetic, Typewriting, Spelling, Rapid Calculation, Penmanship, Shorthand, Commercial Correspondence, Business and Office Practice, and Commercial Law.

DESCRIPTION OF COURSES

BOOKKEEPING

Our method of instruction in Bookkeeping is individual work. Every student performs his own work independently and his progress depends on his own efforts. The work being individual makes it possible for a student to begin his study at any time and the faster student is not held back by the more backward. The student makes deposits, buys, sells, writes letters and handles checks, notes, drafts, etc. The school-room thus becomes a place of intense interest to him. The book-keeping is according to the most up-to-date and approved method in the field of business education.

COMMERCIAL LAW

This is a subject with which we expect our students to become familiar. We do not make learned lawyers, but we insure such thorough instruction as to enable a student to understand the general principles of Contracts, Negotiable Papers, Agency, and Insurance—in short, to enable a man to transact intelligently all legal business pertaining to his own affairs.

BUSINESS PRACTICE

The plan of the work is to develop mental strength

and the power to grasp principles. It develops the young man or young woman in a manner that will fit them to safeguard their own property rights as well as to render effective service to others. The student is required to make proper records, vouchers, and papers, all of which are inspected by the teacher. He is taught to do business in a businesslike way. He is carefully instructed in all branches of business practice.

OFFICE PRACTICE

This is one of the most interesting departments of the school. The study is important in the development of an all-around business education, and in acquiring a thorough knowledge of office routine. It gives the student experience of the most practical kind, not only in the matter of ordinary correspondence, but in technical and commercial work. The student is brought into the closest touch with the use of books and papers in actual business, and the work becomes real and practical.

SHORTHAND

We teach the Gregg system of Shorthand. It is probably the most simple, most rapid and most widely used of any system in the field today. The first work is a study of the text, mastering the principles and fixing them in the minds of the students. Regular lessons are assigned, and written work is required to be handed to the teacher for examination and criticism. Following the text, comes a study in Dictation, e. g., short stories, and other easy matter. Then attention is given to Phrasing, to which heretofore little or no time has been devoted. Following this we devote much time to Business Letters, Legal Terms,

Literary Matter, Court Testimony and Reporting. There is constantly an increasing demand for competent stenographers. We never have difficulty in placing our graduates in desirable positions.

TYPEWRITING

Typewriting is becoming more and more essential to the success of an individual in the business world. In almost every office typewriters are used. To be able to obtain a position in modern offices, one must operate a machine rapidly and accurately. This can only be accomplished by careful study. We teach the touch system. We have equipped our department with the best modern, standard machines. Not only is typewriting indispensable to the stenographer, but book-keepers are required to become familiar with the operation of a machine. In many offices, the book-keeper is expected to be able to make statements, write letters, address envelopes, etc., on the typewriter. For those who desire typewriting as an elective, we have provided a Brief Course, which enables the student to become competent in typewriting while he is completing his book-keeping.

In connection with the study of typewriting the student learns how to do Manifolding, Mimeographing and Tabulating. There are also assigned dictation and speed drills, and students are trained how to properly take care of their machines. They are required to clean their typewriters, removing and replacing such parts as are necessary.

Other Commercial subjects, such as Commercial Arithmetic, Business Education, Commercial Correspondence, Penmanship and Spelling, are presented in a way adapted to securing the best results.

Degrees Conferred

COMMENCEMENT 1914

BACHELOR OF ARTS

Clarence Hansen
Hal E. Norton
Harry A. Phillips

BACHELOR OF PHILOSOPHY

Mrs. Maud Irwin Atha
M. Ethel Bray
Cecyle Fern Cherry
William J. Rhynsburger
Dick C. Van Zante
William J. Wagner
Edith Warren
Robert Campbell Williams

BACHELOR OF SCIENCE

Cornelius J. Dykstra
Jay Kempkes
Joe Rhynsburger
Carl Ver Steeg

COLLEGE

SENIORS

DeCook, Harry	Pella, Iowa
Droz, Lelia	Mt Union, Iowa
Frank, Irene	Webster City, Iowa
Gezel, Fred	Pella, Iowa
Gosselink, Sara	Pella, Iowa
Mincks, Cecile	Seymour, Iowa
Noffsinger, Sylvia	South English, Iowa
Peterson, Peary	Fairmont, Minn.
Phillips, Pearl	Washington, Iowa
Thomas, Merna	Seymour, Iowa
VanZee, George	Pella
VanZee, Lily	Pella

JUNIORS

Dunn, Jessie	Central City, Iowa
Fuller, Burton	Oelwein, Iowa
Hanna, Helen I.	Epworth, Iowa
Hunter, E. C.	Sharpsville, Pa.
McKinney, Gladys	Fremont, Iowa
Scholte, Robert	Pella
Tracy, Marguerite	Pella
Vogelaar, Gary	Pella
Warren, Mabel	Pella
Westervelt, Ralph	Churdan, Iowa

SOPHOMORES

Barron, Nannie	Humeston, Iowa
Boyd, Joe	Pella
Brown, Roy T.	Kalona, Iowa
Braam, Leonard	Pella
Byram, Kenneth	Pella
Clark, Carrie	Pella
Clayton, Adelaide	Pella
Faassen, Fred	Pella
Hites, Robert	Ainsworth, Iowa
Horne, Edna	South English, Iowa

LeCocq, Marion	Pella
Low, James	Barnes City, Iowa
Marsh, Marietta	Ainsworth, Iowa
Reerink, Dora	Pella
Rhynsburger, Fred	Pella
Roach, Lloyd	Tama, Iowa
Synhorst, Benjamin	Pella
TerLouw, John.	Leighton, Iowa
Tharp, Herbert	Reasnor, Iowa
VanSpanckeren, Warner	Pella
VanZee, Pearl	Pella
Vander Linden, Gradus	Pella
VerSteeg, George	Pella

FRESHMAN

Allen, Leonard E.	Tama, Iowa
Aschenbrenner, Ruth	Pella
Byram, Hollis	Pella
Edmand, Henry	Pella
Glantz, Esther	Mt. Union, Iowa
Hallock, W. O.	Neponset, Ill.
Hanshaw, Carr	Bedford, Iowa
Koelman, Wiloemina	Pella
Lankelma, Herman	Pella
LeCocq, Edward	Pella
Miller, Roy	Kalona, Iowa
Speas, Edward	Barnes City, Iowa
Spiker, Isyl	Bushnell, Ill.
Thomassen, Junella	Pella
VerPloeg, Andrew	Pella
Van Drimmelin, Adel	Pella
Waechter, Clara	Pella
Warren, Helen	Pella
Westervelt, Kathryn	Churdan, Iowa
Yoder, Marguerite	Kalona, Iowa

SPECIAL

Tunison, Bessie Dorothy	Rockford, Ill.
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ACADEMY

FOURTH YEAR

Byers, Carl	Sully, Iowa
Campbell, Fern	Bonaparte, Iowa
Clayton, Mabel	Pella
Green, Thomas	Kalona, Iowa
Gregory, Ruth	Harvey, Iowa
Hillyer, Roy N.	Hiawatha, Kansas
Hoogenakker, Bertha	Pella
Ketman, Frances	Palo Alto, Cal.
Lunt, Leland	Taintor, Iowa
Marsh, Charles	Ainsworth, Iowa
Neiswanger, Gladys	Harvey, Iowa
Nowell, Roy E.	Pella
Neiswanger, Owen	Harvey, Iowa

THIRD YEAR

Clifton, Mrs. Edna	Peoria, Ill.
Keables, Esther	Pella
Lunt, Arloine	Taintor, Iowa
Lunt, Gordon	Taintor, Iowa
Reece, Thomas	Pella
Rodgers, John	Westchester, Iowa
Woody, Clarence	Harvey, Iowa

SECOND YEAR

Bell, Raymond	Hedrick, Iowa
Closz, Mary	Webster City, Iowa
Coulston, Wm. J.	Pella
Davis, Carroll R.	Attica, Iowa
Neiswanger, Bert	Harvey, Iowa
Schnug, Ruby	Reasnor, Iowa
Scott, Ralph	Guymon, Oklahoma
TerLouw, Joe	Killduff, Iowa

FIRST YEAR

Bailey, Harold	Pella
Bogaard, Dave	Pella

Creech, Oscar	Unionville, Iowa
Murray, Joseph	Cedar Falls, Iowa
Van Houweling, Gertrude	Otley, Iowa
Stevens, Nellie	Agency, Iowa

COMMERCIAL

Berg, Betty	Pella
Boland, Wilma	Pella
Ryan, Sarah E.	Oskaloosa, Iowa
Neifert, Ruth	Hamilton, Iowa
Smorenberg, Artie	Pella
Van Hemert Gerrit	Pella
VanZante, Albert	Pella
Warner, Lloyd	Pella
Wood, Don O.	Hillsboro, Iowa

MUSIC

Aschenbrenner, Ruth	Pella
Braam, Leonard	Pella
Brown, Roy T.	Kalona
Braam, Herman	Pella
Bailey, Richard	Pella
Boland, Wilma	Pella
Clifton, Edna	Pella
Clark, Carolyn	Pella
Clayton, Adelaide	Pella
Cochrane, Lucile	Monroe, Iowa
DeCook, Harry	Pella
DeHaan, Delwyn	Pella
DeHaan, Raymond	Pella
DeGooyer, Will	Pella
Edmand, Henry	Pella
Faassen, Fred	Pella
Glantz, Esther	Mt. Union, Iowa
Halbert, Verna	Pella
Hillyer, Lloyd	Hiawatha, Kansas
Hanshaw, Carr C.	Bedford, Iowa
Hallock, W. O.	Neponset, Ill.
Keables, Esther	Pella
LeCocq, Ethel	Pella

LeCocq, Anna	Pella
LeCocq, Marion	Pella
Lunt, Leland	Taintor, Iowa
Mincks, Cecile	Seymour, Iowa
Marsh, Marietta	Ainsworth, Iowa
McIntire, Ralph D.	Manchester, Ohio
Niewaal Van, Lucile	Pella
Neiswanger, Gladys	Harvey, Iowa
Phillips, Pearl	Washington, Iowa
Peterson, Ruth	Fairmont, Minn.
Onstine, Will	Pella
Rietveld, Wilma	Pella
Reynolds, Marie	Muscatine, Iowa
Reerink, Dora	Pella
Rodgers, John	Westchester, Iowa
Sloan, Marjorie	Pella
Sheehy, Frances	Pella
Spiker, Isyl	Macomb, Ill.
Steeg Ver, Henry	Pella
Scholte, Robert	Pella
Speas, Edward	Barnes City, Iowa
Sybenga, Dorothy	Pella
Thomas, Merna	Seymour, Iowa
Tracy, Marguerite	Pella
Westervelt, Kathryn	Churdan, Iowa
Westervelt, Ralph	Churdan, Iowa
Welle, Lester	Pella
Yoder, Marguerite	Kalona, Iowa
Wanamaker, Blanche	Smith Center, Kansas

SUMMER SCHOOL—1914

Acklin, Virginia	Monroe
Aschenbrenner, Zae	Pella
Boland, Beatrice	Pella
Clark, Carolyn	Pella
Cooper, Marjorie	Knoxville
Den Adel, Edward	Pella
Donahue, Sibyl	Cordova
Edmand, Henry	Pella
Faassen, Fred	Pella

Fennema, Bess	Monroe
Garrett, Alice	Monroe
Gosselink, Sara	Pella
Green, Thomas	Kalona
Grundman, Margaret	Pella
Keables, Esther	Pella
Klein, Gertrude	Pella
Lautenbach, Sara	Pella
Lewis, Lorna	Monroe
Neyenesch, Helen	Pella
Inick, Mabel	Monroe
Reerink, Dora	Pella
Rietveld, Wilma	Pella
Rowland, Grace	Columbia
Rhynsburger, Fred	Pella
Shives, Margie	Columbia
Smith, Nellie G.	Pella
Taylor, Leo	Cordova
TerLouw, J. S.	Pella
Tracy, Marguerite	Pella
Van Doren, Edna	Pella
VanZee, Pearl	Pella
Vanden Berg, Joe	Pella
VerPloeg, Edna	Pella
Verrips, Laura	Pella
Ver Steeg, Catherine	Sully
Ver Steeg, George	Pella
Wormhoudt, Marion	Pella

SUMMARY

College	66
Academy	35
Commercial	9
Summer School	37
Music	52
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Total	199
Counted more than once	33
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Net total	166

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